

H A N D - B O O K
.
O F
GENERAL INSTRUCTIONS.

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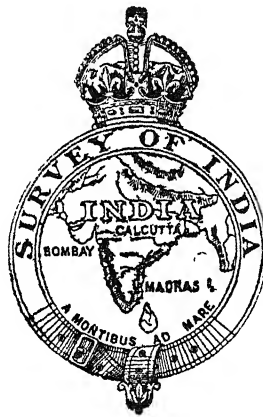
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HAND-BOOK
GENERAL INSTRUCTIONS
FOR THE
SURVEY OF INDIA.

FOURTH EDITION
(*Corrected up to March 1st, 1914.*)

PUBLISHED UNDER THE DIRECTION OF
COLONEL S. G. BURRARD, C.S.I., R.E., F.R.S.,
SURVEYOR GENERAL OF INDIA.



CALCUTTA
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1914

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8, HASTINGS STREET

PREFACE.

THE first edition of the Hand-Book of General Instructions for the Survey of India was compiled by Colonel M. W. Rogers, R.E., in 1893.

This was revised and brought up to date in 1900 by Colonel J. R. Hobday, I.A., and again revised and reprinted with all additions by Colonel T. F. B. Renny-Tailyour, R.E., in 1907.

The present volume has been entirely re-written and rearranged and two extra chapters added. The compilation in the first instance was made by Captain V. R. Cotter, I.A., and the rest of the work was done in the Surveyor General's Office. All rulings and orders up to March 1st, 1914, have been inserted.

When references are quoted, they refer to Civil Service Regulations, 5th Edition, 1910, and the Civil Accounts Code, 7th Edition (Reprint), 1913.

The detailed rules regarding the General Provident Fund and those regarding Language Examinations have been removed from this book and printed as two separate pamphlets.

All officers are requested to bring to the notice of the Officer in Charge, Surveyor General's Office, any mistakes that they may notice in the text.

J. A. FIELD, *Captain, R.E.*,

Officer in Charge, Surveyor General's Office.

CALCUTTA :

August 1st, 1914.

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Survey of India Department.

HAND-BOOK OF GENERAL INSTRUCTIONS.

CHAPTER I.

Section 1.—Admission to the Imperial Service.

1. The Imperial Service is open to officers of the Royal Engineers and the Indian Army, who are appointed by the Government of India on the recommendation of the Surveyor General of India in accordance with the rules below; these rules are subject to alteration from time to time at the discretion of the Government of India.

G. I. O. No. 550,
dated 23rd May
1910.

2. Officers of the Royal Engineers on the Indian Establishment and of the Indian Army are eligible for appointment on probation to the Survey of India provided they have not more than six years' arm service. Officers will be confirmed or reverted to military duty, on the recommendation of the Surveyor General, at any time within two years of their appointment, on probation. They may revert at their own request at any time before they are confirmed.

3. The ordinary proportion of appointments for the two services will be three Royal Engineer officers to one Indian Army officer.

4. Applications for appointment to the Survey of India will be forwarded to the Surveyor General through the Military Secretary to the Commander-in-Chief. The Surveyor General will maintain two lists of candidates, one for officers of the Royal Engineers and the other for officers of the Indian Army. The Surveyor General will make such enquiries as he thinks necessary regarding applicants for appointment and will only enter in the lists the names of such officers as he considers suitable for employment in the Survey of India. On the occurrence of a vacancy in the department, the Surveyor General will nominate an officer from the lists with due regard to the provisions of the rules regarding the proportion of Royal Engineer officers to Indian Army officers. The appointment will be made by the Government of India who reserve to themselves the right to modify the Surveyor General's proposals as they think fit.

5. Officers of both services, after confirmation in the department will be graded on one list in accordance with the date of their first commissions.

6. Every candidate will be required to furnish a certificate from his Commanding Officer, and from a Surgeon a certificate of the following form:—

“I certify that to the best of my belief—is in good bodily health, has good eyesight, and is apparently well capable of undergoing the vicissitudes of service in India.”

7. The candidate will submit this certificate with his application for employment through the Military Secretary to the Commander-in-Chief, together with a statement of his qualifications, to enable the Surveyor General to form an opinion as to his present or probable future fitness for the department. No British officer (not being a Royal Engineer officer) can obtain probationary employment in the Survey department until he has entered the Indian Army.

8. At the close of their period of probation a final examination of Indian Army officers will be held. The examination will comprise—

- (i) The satisfactory execution unassisted, of the survey of a small area of country, including the computation and entire mapping involved in the same.
- (ii) Perfect use and knowledge of all the instruments employed in the department, and adjustment of the same.
- (iii) Familiarity with the details of the several calculations for the reduction of the observations which are commonly used in the Survey department.
- (iv) The elements of practical astronomy, sufficient for ascertaining time, azimuth, latitude, and longitude.
- (v) A fair knowledge of all rules in force for the general conduct of the Survey establishments.

The examination will be conducted by the Surveyor General, aided by such professional officers, to the number of two, as may be available. Whenever desirable, sealed examination questions may be transmitted, with a view to their being answered by the probationer in the presence of the officer in charge of the Survey party to which he may be attached, in lieu of obliging him to appear at departmental head-quarters for the purpose of examination.

The degree of proficiency attained by candidates will be ascertained by written questions, the examination papers being framed at departmental head-quarters.

Officers of the Royal Engineers are exempted from undergoing any departmental examination.

9. Every officer of the Imperial Service appointed after 27th September 1907, who has not already passed in Hindustani by the higher standard, is required to do so, either by the Military standard or by that applicable to members of the Indian Civil Service in the United Provinces or the Punjab, within two years of the date of his first appointment to the department. Should an officer fail to pass within the prescribed period, he will, unless the Government of India otherwise

direct, be liable to stoppage of increments of pay or to reversion from the department.

10. A few appointments to the department are made by the Secretary of State, of specialists required for technical posts, and recruited in England.

G. I. O. No 12,
dated 13th
January 1879.

11. An officer when first gazetted to the department will draw up a history of his services to be submitted to head-quarters for insertion in the departmental list of officers.

I. A. O. No. 265
of 1909.

12. The army promotion of officers of the Indian Army serving in the Survey of India will be contingent on their passing the professional examination for promotion in army rank applicable to their arms of the service so long as their names are borne on the rolls of their regiments, and so long as they retain a lien on their appointments therein.

Applications to be examined must be submitted through the Surveyor General, but as regards the details of their examinations, each officer may correspond, if necessary, with the local military authority, *i.e.*, the staff of the Division or Independent Brigade in whose area they are serving.

Section 2.—Special rules applicable to R. E. officers.

C. M. No. 65,
dated 17th
February 1904.

13. The Secretary of State for India in Council having decided, with the concurrence of the Secretary of State for War, that the system of election for continuous service in India by officers of Royal Engineers shall be abandoned, no officer shall be allowed to elect for continuous service in future.

Officers who have elected for continuous service shall be permitted to cancel their election at any time.

Standing Orders
for R. E.
in India,
Appendix 1.

14. The following rules apply to officers upon the Indian establishments, and to those who may in future proceed to India for a tour of service, except in the case of officers who, having elected for continuous Indian Service, do not cancel their election :—

(a) A tour of Indian Service for an officer of Royal Engineers shall be five years, reckoning from the date on which he is posted to the Indian establishment.

(b) An officer who, after a term of Indian service, has reverted to the Imperial establishment (*vide* sub para. n), will, if again posted to the Indian establishment, be required to complete a five-years' tour as before.

NOTE.—Leave out of India shall reckon as part of a tour.

(c) At the expiration of a five-years' tour, an officer may be permitted to extend his Indian service indefinitely.

(d) During his first five years of Indian service an officer shall be under the leave rules applicable to the British service in India. After the expiration of his first five years of Indian service, an officer, if in civil employment, may be granted leave under civil rules as laid down in the Civil Service Regulations.

The period of the first voyage to India counts as part of a tour of Indian service, but does not reckon as service for Indian pension

(e) The period of the voyage from India on a completion of a first tour of Indian service, and those of voyages to and from India on any subsequent tours, reckon as service for Indian pension, provided that during the periods in question the officer is borne upon the Indian establishment and is paid from Indian revenues.

(f) Service in civil employment under the Government of India, subsequent to an officer's retirement from the Army, will not qualify the officer for an increased rate of military pension.

(g) An officer to whom an Indian increment of pension has been assigned will be treated as regards commutation of pension as an officer of the Indian Army, and may be permitted to commute, under Indian Regulations, a portion of his total military pension.

(h) Officers of the Royal Engineers upon the Indian establishment continue to be eligible for widows' and families' pension, etc., as laid down in the Royal Warrant for pay and promotion.

(i) An officer of the Royal Engineers, to whom on retirement an Indian increment of pension has been assigned, continues to be eligible for widows' and families' pension, etc., as laid down in the Royal Warrant for pay and promotion.

(j) The sons of officers who have completed 20 years' service for Indian pension, reckoned as in para. 710, will be eligible for King's India Cadetships and Honorary King's India Cadetships, on the same footing as sons of officers of the Indian Army.

(k) Officers who have completed 20 years' service for Indian pension, will be eligible for Indian good service pensions.

(l) From the date on which officers of Royal Engineers become eligible for Indian good service pensions they cease to be eligible for the British rewards; but on reversion to the Imperial establishment they will again become eligible for the latter and cease to be eligible for the Indian pension. An officer to whom a good service pension has been awarded will not be required to vacate that pension by reason of transfer from the establishment he was upon when granted the pension.

(m) The Secretary of State for India has decided that time passed by Royal Engineer officers on half pay when on the British establishment will not reckon in their total service for calculation of Indian pension.

(n) An officer may apply for permission to revert to the Imperial establishment on completion of a five-years' tour of Indian service, or at any subsequent date giving six months' notice of his wish to revert.

(o) The Secretary of State for India, with the concurrence of the Army Council, may at any time terminate the Indian service of an officer

(p) An officer, during his Indian service, will be allowed, on payment of the required donations, to subscribe for the benefits of the Indian Military Service Family Pension Regulations, and to continue to subscribe so long as he remains upon the Indian establishment. On reversion to the Imperial establishment such an officer cannot continue a subscriber; but he will be entitled to receive back such portion of his contributions as may be in excess of the risk borne during the term of his membership. In the event of an officer retiring while subscribing, he may continue to subscribe, provided that he has not less than 20 years' service for Indian pension reckoned as in para. 710 at the date of his retirement, or provided that he retires on an Indian invalid pension; or he may withdraw, receiving back such portion of his contributions as may be in excess of the risk borne during the term of his membership.

S. O. for R. E.
in India, para.
101.

15. Lieutenants of the Royal Engineers will not be promoted to the rank of Captain unless specially reported as technically qualified.

(a) A Standing Board of officers consisting of Director-General of Military Works, President,

Assistant Adjutant-General, Royal Engineers, } Members,
" Director-General of Military Works, }
will set the papers for the technical examinations *f* (i) and (ii).

(b) The papers prepared by the Board will be sent to the Commanding Royal Engineer of the Division concerned, who will adapt the papers to local conditions before issue to candidates, hold the examinations, mark the papers recording the remarks in the margin and afterwards return the papers to the Assistant Adjutant-General, Royal Engineers, with his opinion as to whether they satisfy local conditions in every respect.

(c) The examinations will be held as required at the head-quarters of the Divisions of the Indian Army on the 15th April and 15th October annually. Applications for examination will be submitted to the Divisional Commanding Royal Engineer who will inform the Assistant Adjutant-General, Royal Engineers, by the 15th March or 15th September what number of papers are required. Officers in civil employ will address the nearest Commanding Royal Engineer.

(d) In the examination in both of these subjects a classification similar to that adopted at other military examinations will be followed by the Board:—

•5 for a pass.

•8 for a special certificate.

(e) A special certificate will be necessary to make an officer eligible for accelerated promotion.

In the examination in subject (d) for promotion, Royal Engineers will be examined in sub-head (d) (ii) on the administration, organisation and equipment of a field company of Sappers and Miners.

16. (a) On or about the 1st October 4 copies of Army Form B 194 are circulated to all R. E. officers in the department, 3 copies of such forms should be filled up by the officers themselves as regards—

Rank and name (in full)

Regiment or corps

State if married

Name and address of relative

Date of birth. Item 1.

(b) Items 2 and 3 should be filled in and signed by a medical officer, and then submitted through the proper channel to the Surveyor General of India.

(c) Item 4 up to and including the rank of major should be filled up in pencil for the Officer Commanding to ink up.

(d) Item 5 should also be filled up in pencil, and any foreign language (including Indian vernacular) that an officer has passed any recognised examination should be shown here, together with the year in which he passed.

(e) Any adverse report by the Commanding Officer should be shown to the officer concerned and the fact that this has been done, should be noted on the reports. The forms should not be folded.

(f) In the case of Assistants in parties, the Commanding Officer is the officer in charge of the party, and the Superintendent will enter his remarks at the back of the form in the space allotted to "Brigade Commander."

The Superintendent of the Circle is the "Commanding Officer" for officers in charge of parties.

S. O. for R. E.
in India, para.
15.

17. Officers while in civil employment are not entitled by virtue of their military rank to assume any military command in the army.

18. All Royal Engineer officers on the Indian establishment are responsible that their contribution to the Royal Engineer band fund is paid in April of each year. The contribution payable is three days' pay of rank, and it should be paid to the Commandant, S. M. E., Chatham.

S.O. for R. E.
in India, para.
10.

19. A Royal Engineer officer on the Indian establishment shall revert temporarily to military duty if, in the opinion of the Commander-in-Chief, he has become inefficient in his military duties whilst in civil employ. The duty will be carried out with a Sapper and Miner Corps or a British Regiment, the period of duty will be for six months and may be repeated, the actual dates being mutually arranged between the civil and military authorities.

S. O. for R. E.
in India, para.
11.

20. An officer who continues in civil employment in India and keeps himself efficient in his military duties shall be eligible for selection for promotion as if he had remained in military employ.

S. O. for R. E.
in India,
Appendix I.

21. An officer in military employment, who has been placed upon the half-pay list under the Regulations of the Royal Warrant governing

promotion and appointment, shall vacate his appointment, but may be re-employed in a Colonel's or in a higher appointment.

22. An officer in civil employment will be removed from employment under the civil rules in force. If placed on the half-pay list under the military regulations he will not be removed from civil employment unless required to vacate under civil rules. If retired from the Army he will vacate his civil appointment, and can only be reappointed with the special sanction of the Government of India.

G. I. O. No. 177,
dated 25th June
1891.

23. Royal Engineer officers, who have been selected or who have elected for continuous service in India, will be admitted to the benefits of the Indian Military Service Family Pension Regulations on the following conditions:—

Every such officer on his electing for continuous service may become a subscriber on payment of the following sums according to his rank at time of election. These payments will be in addition to the prescribed ordinary donations at full rates and subscriptions laid down in these regulations:—

Lieutenants	£
Captains	80
Majors	97
Lieutenant-Colonels	113
									158

These extra donations may be paid in one sum or in twenty-four equal monthly instalments. If payment be made by instalments, interest on the unpaid portion will be levied at the rate of $1\frac{1}{2}$ per cent. per annum. The balance of any contribution due at an officer's death will be recovered rateably without interest from the pensions of his widow or orphans, if in India in twenty-four instalments, in England in four quarterly instalments.

G. I. O. No. 179,
dated 19th Nov-
ember 1891.

24. Royal Engineer officers who have already made other provision for their wives may subscribe to the Indian Military Service Family Pensions for their children only. Such officers will be treated in the same manner as widowers, that is, they must pay unmarried rates of subscription in addition to the donations and subscriptions laid down in the rules for children.

G. O. No. 308
(Adm.), dated
30th January
1911.

25(a) Reports of marriages of Royal Engineer officers, also births and deaths in their families, are to be submitted by non-continuous service officers only, and only with reference to domestic occurrences which take place in India.

(b) These reports will be sent by the officers concerned, as soon after the occurrences as possible, direct to the Adjutant-General in India, for entry in the register maintained in his office, on the prescribed Army Forms A. 42a, A. 43a, A. 44a, copies of which will be supplied on application to the Officer in charge, Surveyor General's Office.

(c) Reports of deaths in India of non-continuous service Royal Engineer officers will be submitted by the Surveyor General's Office.

G. I. O. No. 425,
dated 20th
January 1905.

26. Royal Engineer officers in the Survey of India are entitled to a free issue of 24 rounds of pistol (revolver) ball ammunition for the

purpose of carrying out the annual course of practice laid down in para. 323, Musketry Instruction, Native Army, 1904. The ammunition will be drawn from local arsenals, at the conclusion of the annual course of practice, on certificates granted by indenting officers of the numbers who have completed the annual course. The general rule regarding the exchange of ammunition for fired cases will apply.

Section 2 (a).—Regulations under which officers of the Royal Engineers attend Courses of instruction at the School of Military Engineering.

G. I. O. No. 540.
dated 29th
January 1910.

27 (a) A limited number of officers not above the rank of major may be allowed, while on leave from India, to go through special courses of instruction in the following subjects:—

- (i) Steam and mechanical engineering.
- (ii) Electrical engineering and demolitions.
- (iii) Reconnaissance.
- (iv) Astronomy.
- (v) Military engineering.
- (vi) Photography.
- (vii) Construction.

Part I.—Applied mechanics, details of building and building materials.

Part II.—Sanitary engineering and routine.

(b) No officer will ordinarily be allowed to undertake a course of instruction which cannot be completed without an extension of his leave, and the period spent under instruction will not be counted as duty.

(c) Application for permission to attend any course of instruction should be addressed to the Under Secretary of State for India at least five weeks before the course begins.

(d) An officer will be required to obtain from the Commandant a certificate that he has made good use of his time while under instruction.

(e) An officer who produces a certificate stating that he has gone through any of the courses mentioned in para. 27(a), that he was not provided with quarters, and that his work was satisfactory, will receive lodging allowance at the following rates:—

For a Major	.	.	.	8s. a day
" " Captain	.	.	.	6s. "
" " Lieutenant	.	.	.	4s. "

(f) Travelling expenses on the War Office scale will be allowed for any journey ordered to be undertaken in connection with a course, but no travelling expenses incurred in joining or quitting the school of Military Engineering will be recoverable.

G. I. O. No. 588,
dated 27th October
1911.

28. The following are the regulations under which Royal Engineer officers serving in India are appointed to the Indian class at the school of Military Engineering, Chatham:—

(a) Every officer of Royal Engineers below the rank of lieutenant-colonel, who has not given notice of his intention to revert to Imperial

Service (see next sub-paragraph) will be required, as soon as may be convenient after he has completed 10 years' Indian Service, to join the school of Military Engineering at Chatham, so that he may become acquainted with the progress made in military science and engineering.

(b) The number of such officers who will be appointed to the school of Military Engineering in any one year will not exceed 15. They will be selected by the Government of India. Every officer who has attended this course will be expected to complete a further period of three years' Indian service before reverting to the Imperial establishment.

(c) The courses of instruction will be as follows:—

<i>Obligatory—</i>	<i>Days.</i>
Survey and Lithography	21
Electricity	21
Field Fortification	14
Construction	21
Military Training	14
*Workshops	14
TOTAL ...	105

* The Workshops course will, if possible, be carried out in H. M. Dockyard, Chatham, under the instructions of the Admiral Superintendent, with whom the necessary arrangements will be made by the Commandant, S. M. E.

<i>Special—</i>	<i>Days.</i>
1. Study of special subjects selected by the Government of India, or by the heads of departments or services to which the officers concerned belong	30
2. Study of any special subject selected by the Government of India, and (if required) report thereon	45
TOTAL ...	75

Optional—

If the 75 days allotted for the special subjects are more than necessary in any individual case, the officer concerned may take up an additional optional subject, selected by himself for the balance of the 75 days.

(d) Survey officers who do not attend the survey and lithography and electricity courses will be instructed in these or other optional subjects for an equal period at the close of the special courses. The short course of military training is intended to be a refreshing course only; it is not intended for preparation for passing promotion examinations. The Commandant may vary the length of the course in each subject of the obligatory course to suit the requirements of each class, and may vary the length of the special courses to meet the requirements of each officer.

(e) The number of days allotted for the various courses are inclusive of sundays, but exclusive of Easter leave (five days). The Commandant may also give casual leave up to a limit of 14 days; during the obligatory courses not more than two days' leave at a time should be granted.

(f) Selected officers of each class will be called upon to furnish reports, during the period of special courses, regarding the latest advances in European engineering practice in the particular subjects with which they are best acquainted, and special facilities will accordingly be afforded them for visiting works, manufactories, etc. The subjects of these reports will be selected by the Government of India. The allotment of subjects to officers will be made by the Commandant of the school of Military Engineering.

(g) During the period allowed for the preparation of the reports, officers may reside elsewhere than at Chatham, provided the distances to be covered by railway warrants are not thereby increased. They may draw allowances as in para. (28) (g) (ii) and will be given railway warrants enabling them to visit works, etc., from their places of residence.

(h) If the subject selected for a special course or for report is outside the scope of the school of Military Engineering, the officer concerned may, under arrangements to be made by the India Office, be detached to the school or institute which deals with that subject, or to the station presenting the best facilities for the purpose of instruction or investigation. While so detached he may draw allowances as in para. 28 (g) (ii) and will be given railway warrants enabling him to visit works, etc., from his station. He will also be entitled to field allowance under War Office regulations when authorised to attend manoeuvres in connection with his special course.

(i) In order that the reports on special subjects may reach India as expeditiously as possible, they should be handed in to the Commandant, school of Military Engineering, within the period of 45 days allotted for the study of the subjects and preparation of the reports, and sent by him direct to the India Office for transmission to India.

(j) No reports will be required on the special subjects for which the period of 30 days is allotted, but they will be so chosen that the experience gained will, upon the return of the officers to India, be of use to the services to which they belong.

(k) At the end of the course each officer will be specially reported on by the Commandant.

(l) An officer serving in India who is appointed to the course will, unless leave is specially granted to him, be regarded as being on military duty from the date of quitting his station to the date of his return to his permanent appointment in India. The whole period passed on duty will reckon as service for Indian pension and furlough; but not for privilege leave though it will not interrupt privilege leave already earned. In the case of an officer who is appointed to the school while on leave, the period of duty will commence from the date on which he joins at Chatham.

(m) An officer who is not in civil employ may, on obtaining the assent of the proper authority in India, be granted leave on the termination of the course of instruction, or, if on leave when appointed, be allowed to avail himself of any unexpired portion of that leave.

Privilege leave may be taken either :—

- (a) between the date of giving over charge in India and joining at Chatham, or
- (b) between the date of leaving Chatham and embarking in England for India.

(n) An officer in civil employ will not be allowed leave at the completion of the course, except casual leave pending arrangements being made for his passage to India.

(o) On return to India after the Chatham course all officers in civil employ will be posted for four months for practical military training to either the Military Works Services or the Sappers and Miners, as may be decided by the Commander-in-Chief, during which time they will receive the pay and allowances of Royal Engineer officers of corresponding rank in similar military employ, with the exception that a major, if posted for instruction to a Sapper and Miner Corps, will draw the normal rate of pay and allowances laid down for a major Royal Engineers, employed with the Military Works Services as a Garrison Engineer. The return of an officer to his civil employment at the conclusion of this period will be contingent on his satisfying the Commander-in-Chief with regard to his military efficiency.

(p) An officer who is appointed to attend the course will receive free passage, or travelling allowance in lieu, under the India and War Office Regulations, from his station to Chatham and back as follows :—

- | | |
|---|------------------------------------|
| If in India and on duty when appointed, and if returning to India immediately after the completion of the course, without an intervening period of leave other than casual leave. | Free passage by land and by sea. |
| If on leave when appointed, and if returning to India immediately after the completion of the course without an intervening period of leave other than casual leave. | Free passage back by land and sea. |
| If on leave when appointed, and if he proceeds on leave on the completion of the course. | Nil. |

Officers receiving free passage by sea will be entitled to passages for their wives and families by Transport.

- (g) Officers appointed to the course will receive pay as follows :—
- (i) From date of relief to embarkation, and from disembarkation, on return, to date of joining appointment. Indian regimental pay and allowances of rank only.
 - (ii) For the periods of the voyages, when travelling on duty. English pay and Engineer pay of rank.
 - (iii) After arrival in England, and at the school of Military Engineering, while under instruction, and pending embarkation for India. As for (ii), with allowances for quarters, servants, fuel and light and travelling allowances for the inspection of works, etc., when admissible under the War Office regulations.

NOTE.—Married officers, whose families reside with them at Chatham, may draw lodging allowance instead of occupying Government quarters, even when such quarters are available.

C. I. T. No. G.
A.-600, dated
24th June, and
No. G. A. 961,
dated 9th July
1913.

(r) A Royal Engineer officer of the Survey of India of the rank of major is entitled to pay and allowances as shown below :—

(i) From date of relief to date of embarkation and from disembarkation on return from Chatham course to date of joining appointment (which includes military training in either Military Works Services or the Sappers and Miners), his Indian Regimental pay and allowances of rank only, *viz.*, Rs. 759-3-0 per month (*vide* Rule 10 (i) on page 38 of the Standing Orders for the Royal Engineers in India).

(ii) During military instruction in India in Military Works Services or the Sappers and Miners, as the case may be, *vide* para. 28 (o), and during transit, that is after termination of instruction in India up to date of rejoining the Survey of India, his Indian pay of rank Rs. 759-3-0 per month, and staff salary as in the case of Military Works Services, namely Rs. 350 per month.

C. I. T. No. G.
A.-600, dated
24th June, and
No. G. A. 961,
dated 9th July
1913.

(s) When returning to the Survey of India on the conclusion of the practical military training, the travelling allowances and joining time of officers are regulated by civil rules. Their salary, however, during this time is the same as that of corresponding officers in military employ.

Section 3.—Conditions of Service, Provincial Service.

G. I. O. No. 527,
dated 24th July
1909.
G. I. O. No. 611,
dated 15th
February 1913.

29. The Provincial Service as reorganised in 1909 consisted of 2 parts designated the "Old" and the "New" Provincial Service, respectively. Under the orders noted in the margin the two services were merged into one, and it was decided that recruitment for it should continue to

be on the lines laid down below. The rules regarding the pay and allowances of officers transferred to the combined service from the "Old" Provincial Service are laid down in the orders referred to above.

30. The Provincial Service of the Survey of India is open only to persons who are natives of India as defined in the statute 33 Vict., cap. 3, section 6.

31. There will be three methods of admission to the Service:—

- (1) by competitive examination of candidates nominated by the Surveyor General, rules (a)-(k);
- (2) by direct appointment of persons possessing certain educational qualifications, rules (m)-(n);
- (3) by promotion from the Upper Subordinate Service, rule (o).

32. *Rules for admission to the Provincial Service—*

(a) The Surveyor General will, about the beginning of April in each year, publish a notice specifying the number of vacancies offered for competition.

(b) Only candidates who have been nominated by the Surveyor General will be permitted to appear at the competitive examination for admission to the service. For the present no candidate will be nominated for the competitive examination, who does not possess the qualifications required for admission to the entrance examination of the Thomason Civil Engineering College or equivalent qualifications in provinces other than the United Provinces or the Punjab. Persons desirous of appearing at the competitive examination must apply to the Surveyor General, Calcutta, when a form of application will be supplied. On receipt of the form duly filled in and after such further enquiries and examination as he may consider necessary, the Surveyor General will, if he thinks the applicant suitable for service in the Survey of India, give him a nomination which will entitle him to appear at the competitive examination to be held under the rules in force.

(c) Every applicant must forward his application on the prescribed form addressed to the Officer in Charge, Surveyor General's Office, 13, Wood Street, Calcutta, accompanied by certificates as to age, character, education, health, etc., and by specimens of drawing. All applications must reach Calcutta on or before the 15th May after which date no application will be entertained for that year's examination. The applications of all Indian applicants must be countersigned by the Magistrate of the district or town in which the applicant's family resides. Application forms and lists of certificates, etc., can be obtained from the Surveyor General's Office.

(d) All applicants must be over 18 and under 22 years of age on the 1st September of the year in which they are examined. They must be statutory natives of India, and all Indian applicants must be of pure Asiatic descent. All European and Anglo-Indian applicants must be unmarried and, if successful in the examination, they will not be allowed to marry during their period of probation.

(e) All applicants must have passed the Intermediate examination of an Indian University, or the Final or High Standard examination under the Code Regulations of European Schools or possess one of the following :—

- (1) Oxford University Responsions Certificate.
- (2) Oxford Senior Local Pass Certificate.
- (3) Cambridge Senior Local Pass Certificate.
- (4) Cambridge University Previous Certificate.
- (5) The London University Matriculation Certificate.
- (6) Any United Kingdom University Entrance Examination Certificate.

(f) Selected applicants will be instructed to present themselves on a certain date in June before a board of officers of the Survey of India at one or other of the following places :—Calcutta, Dehra Dun, Mussoorie, Bangalore, Shillong or Maymyo.

(g) The recommendations of the boards as to the suitability of applicants for employment in the Survey of India will be forwarded to the Surveyor General to enable him to make a final selection and to nominate the candidates who may appear at the examination which will be held at the end of August at the places mentioned in sub-para. (f).

(h) Every candidate who appears at the examination will be required to sign an agreement, in the prescribed form, that he is prepared to serve in any part of India or Burma to which he may be sent and that he will not demand his discharge during the period of probation nor for three years from the date of being permanently appointed to the Provincial Service and never during the field season.

(i) The Surveyor General may arrange to have the competitive examination conducted by the authorities of such colleges as he may select, or a special examination of nominated candidates may be held by the Survey department. If only one examination is held in a year those candidates who obtain the greatest number of marks will be appointed in order of passing up to the number of probationary appointments offered for competition. If more than one examination is held in the same year, the Surveyor General will allot the number of appointments to be given at each examination, and the candidates who stand highest on the list of passed candidates at each examination will be selected up to the number of vacancies allotted to the examination for which they appear.

(j) The details of the competitive examination including the maximum marks for each subject are given in the table below. No candidate will be considered to have qualified unless he obtains 50 per cent. of the total marks in mathematics and 30 per cent. of the total number in drawing.

Table showing details of the competitive examination.

MATHEMATICS.				DRAWING.				
Algebra up to and including the Binomial Theorem.	Geometry, First four and sixth books of Euclid with problems.	Plane Trigonometry, Mensuration and Logarithms.	Total.	Free-hand from copies.	Map.	Geometrical.*	Total	Grand Total.
300	350	350	1,000	100	100	150	350	1,350

* Drawing plane geometrical figures with compass and rule, and the construction of scales of all kinds, including diagonal scales.

(k) The successful candidates will be required to join the Survey of India on or about the 1st November; they will be on probation for three years and receive salary at the rate of Rs. 100 per mensem for the first year, Rs. 125 per mensem for the second year, and Rs. 150 per mensem for the third year.

(l) A candidate appointed on probation may be discharged by the Surveyor General at any time during the period of probation, and no probationer will be permanently appointed to the Provincial Service until he has completed his period of probation, and has satisfied the Surveyor General that he is capable of executing the duties he will be called upon to perform and is also suitable in other respects. The term of probation may be prolonged by the Surveyor General to the extent of any period or periods of leave passed on medical certificate. Probationary service, if followed by a permanent appointment, will count for leave and pension.

(m) The Surveyor General may, subject to the approval of the Government of India, appoint on probation a candidate who has graduated, taking mathematics as a subject for his degree, or who has passed as a Bachelor of Engineering or possesses the Rurki Engineering College certificate, or other equivalent qualification. Such a candidate must be under 24 years of age.

(n) Candidates appointed under rule (m) will be on probation for two years and will receive a salary of Rs. 100 per mensem for the first year, and Rs. 150 per mensem for the second year.

(o) The Surveyor General may, subject to the approval of the Government of India, promote specially deserving officers from the Upper Subordinate Service; ordinarily no such promotion will be given to any officer after he has attained the age of 40 years.

(p) On being permanently appointed to the Provincial Service after completion of the periods of probation prescribed in rules (k) and (m), or on promotion from the Upper Subordinate Service under rule (o), an officer will be designated Extra Assistant Superintendent and will receive pay at the rate of Rs. 250 per mensem rising by triennial increments of Rs. 50 to Rs. 600.

33 The rules for pay of the Provincial Service will be found in para. 294 of this book. The service includes the following posts:—

				Rs.
8	Deputy Superintendents at	650 each
2	" " "	800 "

G. I. O. No. 611,
dated 15th
February 1913.

34. The officers of the Provincial Service will be classified as follows:—

Those drawing salaries of Rs. 650 (excluding charge allowance) and over	Deputy Superintendent.
Those drawing salaries of Rs. 600 (excluding charge allowance) the twelve senior officers	Assistant Superintendent.
The remainder—Those drawing Rs. 250 and over	Extra Assistant Superintendent.
Those drawing less than Rs. 250	Sub-Assistant Superintendent.

35. Deputy Superintendents and Assistant Superintendents of the Provincial Service will rank with Deputy Superintendents and Assistant Superintendents of the Imperial Service according to the length of their service as Deputy Superintendents and Assistant Superintendents respectively.

Service during which an officer officiates as Deputy Superintendent will count if there has been no break.

If an officiating Deputy Superintendent reverts to Assistant Superintendent his officiating service as Deputy Superintendent will cease to count.

Section 4.—Admission to the Upper Subordinate Service.

36. All appointments to the Upper Subordinate Service are made by direct nomination by the Surveyor General, there being no competitive examination. The Surveyor General may make appointments to this service:—

(i) by promotion from the Lower Subordinate Service of surveyors who have rendered specially good service and are qualified for the practical duties they will be called upon to perform;

(ii) by selection from among candidates who possess the qualifications noted in 33 (c).

37. Lower subordinates selected for promotion under para. 36(i) will start on the nearest time-scale rate in the Upper Subordinate

Service, provided that they shall in no case lose pay by promotion. Thus a Lower Subordinate drawing not more than Rs. 80 will start on Rs. 80 on promotion to the Upper Subordinate Service. A Lower Subordinate drawing more than Rs. 80 and not more than Rs. 95 will start on Rs. 95 on promotion to the Upper Subordinate Service.

Candidates selected under para. 36(*i*) will be appointed on the terms noted in paragraphs 38 (*b*)-(*f*).

38. *Rules for appointment to the Upper Subordinate Service.*—

(*a*) Every applicant must forward his application on the prescribed form addressed to the Officer in Charge, Surveyor General's Office, 13, Wood Street, Calcutta, accompanied by certificates as to age, character, education, health, etc., and by specimens of drawing. All applications must reach Calcutta on or before the 15th June, after which date no application will be entertained. The applications of all Indian applicants must be countersigned by the magistrate of the district or town in which the applicant's family resides. Application forms and list of certificates, etc., can be obtained from the Surveyor General's Office.

(*b*) All applicants must be over 18 and under 22 years of age on the 1st June. They must be statutory natives of India, and all Indian applicants must be of pure Asiatic descent. All European and Anglo-Indian applicants must be unmarried and, if appointed, they will not be allowed to marry until they can satisfy the Surveyor General that they are in a financial position to do so.

(*c*) The Indian candidates must have passed the Intermediate Examination of an Indian University (mathematics being one of the subject's) or its equivalent. European and Anglo-Indian candidates must have passed the final or High Standard Examination under the code of regulations for European Schools. Holders of Upper Subordinate certificates from the Thomason College, Rurki, will not be called upon to produce any further educational qualifications.

(*d*) Every candidate will be required to sign an agreement in the prescribed form, that he is prepared to serve in any part of India or Burma to which he may be sent, and that he will not demand his discharge during the period of probation nor for three years from the date of being permanently appointed to the Upper Subordinate Service and never during the field season.

(*e*) The selected candidates will be required to join the Survey of India on or about the 1st September. They will be on probation for two years with a salary of Rs. 50 per mensem. They may be discharged by the Surveyor General at any time during the period of probation, and will not be permanently appointed to the Upper Subordinate Service until they have completed their period of probation and satisfied the Surveyor General that they are capable of executing the duties they will be called upon to perform and are also suitable in other respects. The term of probation may be prolonged by the Surveyor General by one year at his discretion or by any period or periods passed

Chap. I] Special Rules applicable to Provl. Officers and Upper Subdt. Officers. [Sec. 5.

by the probationer on sick leave. Probationary service, if followed by a permanent appointment, will count for leave and pension.

(f) On being permanently appointed to the Upper Subordinate Service, an officer will be designated Sub-Assistant Superintendent and will receive pay at the rate of Rs. 80 per mensem rising by triennial increments of Rs. 15 to Rs. 200; but the Surveyor General may at any time stop an increment in the case of an officer whose work or conduct is unsatisfactory. The service will also include eventually nine posts on Rs. 250.

(g) In Appendix 19 will be found the following forms :—

- (i) Application form for applicant to the Upper Subordinate Service of the Survey of India.
- (ii) Medical certificate.
- (iii) List of certificates to accompany an application for appointment.

Section 5.—Special Rules applicable to Provincial Officers and Upper Subordinate Officers.

39. Executive officers are held responsible for the fitness and attainments of their Extra Assistant and Sub-Assistant Superintendents, and should insist on their understanding thoroughly the various subjects dealt with in their Hand-Books, and thus gaining a knowledge of their professional duties, and an insight into the manner of keeping the accounts of a camp or detachment. To ensure this, executive officers should examine their junior officers verbally in these subjects every month during the recess, one or two chapters being taken each month, and the final examination on the entire books at the end of the time, reporting that they have done so to their administrative officers, and giving the names of those who have shown ability, as well as those who lack efficiency.

G. I. O. No. 611,
dated 15th
February 1913.

40. Promotions to the selected appointments of Rs. 650 per mensem in the Provincial Service will be governed strictly by selection. Non-selection to any of these posts will not be considered supersession as mere seniority will confer no right to promotion above the maximum pay of Rs. 600 per mensem laid down for the time-scale service. Selection to an appointment on Rs. 650 or Rs. 800 will not necessarily carry with it a right to an executive charge.

G. I. O. No. 611,
dated 15th
February 1913.

41. The triennial increment of Rs. 50 for the time-scale is to be granted on approved service only, and the Surveyor General is empowered to withhold the increments of any officer and to reduce the pay of any officer whose character and qualification render such a measure desirable.

C. O. No. 315
(Adm.), dated
20th May 1911.

42. Qualification reports on Provincial Officers should be submitted on form O. 74 and on Upper Subordinate Officers on O. 73 by officers in charge of parties and offices to their administrative officers annually on the 1st August.

Chap. I.] Special Rules applicable to Provl. Officers and Upper Subdt. Officers. [Sec. 5.

The forms will be made and submitted in duplicate and the administrative officer will record his remarks on both copies. He will forward one copy to the Surveyor General's Office, and keep the other for record in his own office. No office copies of these reports will be kept by executive officers.

When an officer is transferred from one circle or branch to another, the office copies of all reports on him will be sent by the Superintendent under whom he is serving, to the Superintendent under whose orders he will be serving after his transfer.

43. If an executive officer wishes to see the qualification reports on a Provincial or Upper Subordinate Officer serving under him, he should apply to his administrative officer, who will send him the office copies. These should be returned by the executive officer as soon as possible.

44. As these reports deal with personal matters, they should be treated as confidential and should be dealt with personally by the reporting officers only, and not by their offices.

45. In the event of any portion of a report being adverse, that portion should be communicated to the officer reported on.

L. O. No. 298
Adm.), dated
7th May 1910.

46. The officer under whom a probationer of the Provincial or Upper Subordinate Service is serving should submit to his Superintendent, two months before the expiration of each year's probationary service, a full report on the probationer, accompanied by specimens of his drawing, typing and hand-printing. This report will be submitted to the Surveyor General by the Superintendent with his remarks and recommendations so as to reach him a month before the expiration of the year for which the report is made.

In submitting his report the Superintendent should distinctly state whether he recommends the probationer for retention in the Survey of India or not.

47. The report on a probationer of the Provincial or Upper Subordinate Service, who has to serve as such for another year or more, should also be accompanied by a recommendation for the higher rate of salary admissible during his next year's probationary service or for retention in the department.

48. Recommendation to summarily dispense with the services of a probationer who proves unsatisfactory, may be made at any time.

L. O. No. 296,
Adm.), dated 15th Apr 1910.

49.(a) Recommendations regarding increments to officers of the Provincial and Upper Subordinate Services should be submitted in quadruplicate on new form O.15 by officers in charge of parties to their Superintendents, two months before an increment is due, and in triplicate by Superintendents to the Surveyor General, one month before an increment is due.

(b) Periods of "suspension for misconduct" and of "absence on leave without pay" do not count towards increments and an explanatory memo., should be attached when an increment is postponed owing to a break in an officer's continuous service.

Chap. I.] Special Rules applicable to Provl. Officers and Upper Subdt. Officers. [Sec. 5.

(c) Officers in charge of parties and Superintendents should only enter the word "recommended" or the words "not recommended" in the columns of remarks. If for any reason an officer in charge of a party or a Superintendent wishes to qualify his entry of "recommended" or, if his entry is "not recommended" then he should attach a report giving his reasons in full.

G. I. O. No. 30,
dated 26th July
1881.

50. No officer who has been retrograded as a punishment will receive a higher increment than the officer immediately above him in the classified list is qualified to draw.

G. O. No. 16
(Adm.), dated
24th July 1879.

51. Officers of the Provincial Service, who may obtain extraordinary or other leave for the object of obtaining a better appointment elsewhere, will, in the event of their being unsuccessful and having to return to the Survey Department, be considered to forfeit all claim to promotion or advancement during their absence.

52. An assistant on resigning or being removed from the department shall give an acquittance in duplicate for all claims of pay or travelling allowance, one copy being transmitted for record in the headquarters office.

G. O. No. 191
(Adm.), dated
12th January
1901.

53. Officers of the Imperial and Provincial Services are prohibited from giving certificates of qualification and conduct to subordinates except in the case of such subordinates leaving the department, or applying for employment elsewhere.

When an officer leaves a party, he should record his candid opinion of his subordinates' qualifications in the usual qualification report, and not in the form of personal certificates.

54. The rules regarding the eligibility of Provincial Officers and Upper Subordinate Officers for examination in vernacular languages will be found in the pamphlet on language examinations which is obtainable from the Officer in Charge Surveyor General's Office.

Rewards admissible for passing language examinations will be found in Chapter III, Sec. 6.

55. Assistants are not exempted from all office work for the days on which they may have marched. The daily office hours will be regulated with due consideration to the length of the day's march, and to the exigency of the work in hand. Every detail concerning the arrangement of camps and order of marching is under the control of the officer in charge of the party.

G. O. No. 11
(Adm.), dated
22nd February
1879.

56. Uncovenanted servants to whom the pension rules apply are prohibited from borrowing money from natives of the districts in which they may be employed.

57. Money transactions are strictly prohibited between assistants and the Indian establishment. Should such cases occur, officers in charge of parties are to report offenders, who will be reduced or recommended for dismissal.

D. O. No. 815,
dated 4th
October 1873.

58. A fund, called the "Uncovenanted Service Family Pension Fund" has long existed in Calcutta (established 11th April 1859), the aim and object of which is to provide for the maintenance of the widows and children of those who shall subscribe to it, on the terms and conditions specified in the rules of the fund. On referring to the rules it will be observed that by the payment of a monthly sum, a pension of a proportionate amount is secured to the wife on the decease of her husband, the payment in each case being regulated by the ages of the respective parties. The fund has strong grounds for recommendation, as, if married assistants subscribe to the fund in proportion of the salary received and to the adequacy of the means of each individual, it would be the cause of great consolation and comfort in the hour of sickness, and it is confessedly a duty incumbent on all to provide, as far as practicable, for those dependent on them.

59. (a) European and Anglo-Indian officers of the Provincial Service will not be allowed to marry during the period of their probation

(b) European and Anglo-Indian officers of the Upper Subordinate Service will not be allowed to marry until they can satisfy the Surveyor General that they are in a financial position to do so.

Section 6.--Admission to the Lower Subordinate Service.

C. O. No. 293
(Adm.), dated
4th April 1910,
corrected to
1st June 1913.

60. (a) The number of pupils and other officers of the Lower Subordinate Service under training in any circle will be regulated by the Surveyor General but the actual appointments will be made by the Superintendent of the Circle. No pupil nor other officer should as a rule be entertained at an earlier age than 18; for drawing offices, boys may be placed under instruction at an earlier age.

(b) Candidates should be well educated, belong to a respectable family and, if possible, possess a fair knowledge of English; they should submit school certificates and certificates of character which will be recorded.

(c) Selected candidates will ordinarily be borne as pupils on the temporary establishment for training for a period of about 2 years, during which time they will receive pay at the rate of Rs. 15 per mensem or such less pay as the Superintendents consider suitable. Under special circumstances, the Superintendent of a circle may extend this period up to 3 years.

(d) Two months before a pupil completes his training the officer under whom he is serving should submit a report on him to the Superintendent of the Circle who if he considers that his progress and conduct have been thoroughly satisfactory, will sanction his being kept on as an unclassified surveyor, computer, etc., on the temporary establishment of the Lower Subordinate Service for further training for a period of from 2 to 3 years during which time he will receive pay at the rate of Rs. 20 per mensem.

61. On the 1st January following the completion of the 2 years' further training officers will be classified as follows:—

Surveyors, draftsmen, or computers (trig.).

First	class on Rs. 30— $\frac{3}{2}$ —100	per mensem.
Intermediate	„ „ 28— $\frac{3}{2}$ —80	„ „
Second	„ „ 24— $\frac{3}{2}$ —60	„ „
Third	„ „ 21— $\frac{3}{2}$ —45	„ „

Traversers, computers (topo.) or recorders.

First	class on Rs. 24— $\frac{3}{2}$ —60	per mensem.
Second	„ „ 21— $\frac{3}{2}$ —45	„ „

62.(a) Officers placed in the 1st class will be transferred to the permanent establishment at once. Those placed in the intermediate, second or third class will remain on the temporary establishment until they have completed at least five years' service excluding their pupil service. But men who are not considered good enough to be placed in the second class should rarely be retained in the service at all, the third class having been created to meet present circumstances only and not with a view to future recruitment; (this does not apply to draftsmen).

NOTE.—The appointments mentioned in this paragraph, are not progressive. They are only laid down as a guide for regulating pay of the Lower Subordinate Service.

(b) Draftsmen, traversers, computers and recorders, who are also qualified as surveyors, should, if physically fit for and usually employed on field work, be classified under the designation of surveyor according to their combined qualifications.

(c) Officers who are purely draftsmen, traversers, computers or recorders should not, as a rule, be borne on the strength of topographical parties.

63. Clerks should not be entertained as pupils but will usually be taken on as unclassified clerks on the temporary establishment during which time they will receive pay at the rate of Rs. 20 per mensem. As soon as an unclassified clerk has proved that he possesses the necessary qualifications he will be classified from the following 1st January and will be transferred to the permanent establishment in accordance with the rules laid down in para. 61 for surveyors, etc., provided his conduct has been thoroughly satisfactory.

64. Pupils and other officers will not be allowed any travelling expenses on first joining the department or on discharge. Pupils will not be granted travelling allowances but will be supplied with free carriage for their personal baggage and camp equipment and actual expenses when travelling by rail, steamer, etc. After completing their service as pupils, they will be entitled to the travelling allowances admissible to the Lower Subordinate Service. All pupils and other officers will be entitled to such local allowances as may be applicable to the districts in which they are serving.

65. The continuous service of an officer on the permanent establishment counts for leave and pension under the Civil Service Regulations and also that of an officer (not being a pupil) on the temporary establishment, provided he is transferred to the permanent establishment without interruption in his service.

66. All subordinates will be liable for service in any part of the Indian Empire. They will usually be employed in the circle in which they are entertained, but, as Burma and Assam do not at present supply enough candidates, officers for the Eastern Circle will usually be recruited from other parts of India.

67. The Superintendent of a Circle has, subject to the limitation contained in para. 60(a), the power to entertain pupils and other officers of the Lower Subordinate Service on the temporary establishment, transfer pupils to the unclassified list of the temporary establishment and to sanction increments to all officers according to the scales laid down for the time being; he also has the power to discharge or dismiss pupils or other officers on the temporary establishment and to withhold an increment from any officer at any time for unsatisfactory work or behaviour. He cannot accept the resignation of a permanent Lower Subordinate without the sanction of the Surveyor General.

68. All cases of entertainment, transfer of pupils to the unclassified list, discharge, dismissal and all grants of increments must be communicated without delay to the Surveyor General's Office for information.

69. Classifications, appointments or transfers to the permanent establishment and discharges or dismissals of officers of the Lower Subordinate Service on that establishment as well as promotions and reductions from one class to another and special increments (outside the time-scale) require the sanction of the Surveyor General.

70. All recommendations relating to the classification, transfer to the permanent establishment, grant of increments, etc., of officers of the Lower Subordinate Service should be submitted by officers in charge of parties so as to reach the Superintendent of the Circle by the 1st July of each year, and all recommendations which require the sanction of the Surveyor General should be submitted to him by Superintendents of Circles by the 1st August. (*vide* para. 283.)

71. The rates of pay laid down in these rules are tentative and are liable to be altered at any time by the Surveyor General.

72. A copy of the rules in paras. 60 to 71 should be given to every selected candidate at the time of his entertainment and his signature should be taken on a copy of the agreement form at the same time which will be recorded.

73. All cases which are not in accordance with these rules require the sanction of the Surveyor General.

Section 7.—Special Rules applicable to surveyors and other members of the Lower Subordinate Service.

74. Surveyors and others are invariably to pay ready money for all supplies received, taking receipts from bazaar-men and others from whom they have purchased articles. On leaving a village they are to obtain a certificate from the headman to the effect that there are no demands against them.

75. Surveyors, or others who can be proved to have received on any pretence whatsoever any present or gratuity from the inhabitants or authorities of a village in which they may have been, or are employed, or from their subordinates, will be summarily dismissed and proscribed. They are also liable to be sent for trial by the civil power.

76. Surveyors are warned that should they, on promotion to the permanent establishment, slacken their energies and diminish their output, their pay will be promptly and substantially reduced.

77. The duties of a surveyor in the field are to triangulate, traverse, or plane-table, and they are on no account to be employed on office duties, except on very exceptional occasions, and merely as a temporary measure.

78. All officers of the Subordinate Service employed in the field will be supplied with suitable tents, they will be held personally responsible for the condition of their tents and will be liable to be called on to pay the whole or a portion of their value in case of loss or damage through their negligence.

79. Surveyors "discharged" for unfitness are not barred from re-employment in any other office under Government, but a "dismissed" surveyor is precluded from being re-employed, except by special sanction of the Surveyor General.

80. All Rurki-trained soldier surveyors will undergo one or two periods of extra training in the Survey of India. During both these periods they will be seconded in their military units. During the first period of extra training their pay will be drawn by the military accounts office of the circle in which their unit is stationed and they may be given furlough up to two months; during the second period of extra training they will draw pay from the Survey of India and be granted leave under the rules in force for civil surveyors. On completion of their second period of extra training, some of the soldier surveyors will be retained permanently in the department. On their permanent appointment, they will be permitted either to take their discharge from the army and qualify for a civil gratuity or pension, or to be transferred to the unattached list and qualify for a military pension. The rules are given *in extenso* in Appendix 17.

Section 8.—General Rules applicable to all Officers.

81. It must be impressed on all members of the department that scrupulous fidelity and exactness is imperatively necessary in the execution of survey duties; any individual failing in this shall be held unworthy of further continuance in the department.

C. O. No. 164
(Adm.), dated
4th November
1898.

C. O. No. 164
(Adm.), dated
4th November
1898.

C. O. No. 277
(Adm.), dated
31st August
1909.

G. I. O. No. 233,
dated 27th June
1895.

C. M. No. 6,
dated 5th March
1913.

D. O. No. 64,
dated 5th May
1866.

Advocate General's letter dated 1st July 1897.

82. Officers who, after having been sufficiently trained, submit field work that requires to be revised, render themselves liable to forfeiture of pay during the time occupied in revision.

83. Any person who may submit documents, maps or plans for record containing intentional errors should be prosecuted by the officer in charge of the party to which the individual belongs under sections 167 and 218 of the Penal Code.

84. Officers in the field must do all in their power to prevent any oppression of the villagers by their Indian establishment or their servants; they will report at once to the officer in charge of the party any circumstances of this nature coming under their notice. But if employed in Native States, they will do well to remember that they have no power to check any such acts on the parts of the vakil or escort supplied by the Chief of the State in which they are employed. They must pay for their supplies according to the rates furnished by the vakils, taking a receipt in full at each camping ground. Should they find that exorbitant rates are furnished as compared to the local rates, they should report the circumstance, with the necessary proof, to the officer in charge.

85. Gratuitous labour, except when the civil officer states that it can be legally enforced for line-clearing on their own village boundaries, is in no case to be demanded from zemindars or landholders. If they are kindly and considerately dealt with, they will be found, as they generally have been, willing and ready to lend assistance whenever necessary.

G. I. O. No. 239, dated 15th October 1896.

86. Officers and subordinates of the department indulging in sport are warned :—

- (i) against trespassing on standing crops without the consent of the owners;
- (ii) against shooting peafowl or other birds or animals which are looked upon as sacred in the vicinity of villages or habitations;
- (iii) against shooting domestic animals, such as dogs or pigs;
- (iv) generally against shooting or fishing in the immediate neighbourhood of villages, temples or mosques.

C. O. No. 236 (Adm.), dated 21st November 1904.

87. All new maps on or across the frontiers of India, unless they are merely new editions of maps already classed as public, are to be submitted for classification to the Army Department before issue. This does not refer to maps produced in the field of action during the course of military operations or political missions; such maps may be issued during the course of such operations or missions under the orders of the officer commanding the forces or in charge of the mission, it being clearly understood, however, that all maps issued under these circumstances are to be regarded as of strictly confidential character, and treated as such until they have been formally classified in the Army Department.

If any boundary, other than an internal boundary, is to be marked on any frontier map, it is necessary to obtain the concurrence of the

Foreign Department before such a map can be issued, unless such boundary has been formally demarcated, or has already been drawn under due-official authority upon a map classed as public.

D. O. No. 21,
dated 22nd
September 1864.
C. O. No. 144
(Adm.), dated
8th July 1896.

88. When officers or subordinates of the Survey Department pass through Calcutta or Dehra Dūn on leave of absence, on duty or otherwise, they shall report themselves personally at the Survey of India Offices, unless prevented by ill-health. In the case of the Calcutta offices, officers should report both to the senior officer present and also at the Surveyor General's Office. The head-quarters offices contain much that is profitable to be seen and examined by every one, however great his experience may be, and it is most desirable that full opportunity should be taken thus to improve one's knowledge of professional duties.

C. O. No. 42
(Adm.), dated
21st January
1884.

89. All officers will not only report in person their arrival at the head-quarters of the Survey of India at Calcutta and Dehra Dūn, but at all stations where an office of the Survey of India is established, they will visit that office, confer with the Officer in Charge, and intimate their addresses. In the case of a station where there are several parties quartered together, the visit will be made to the senior officer present.

C. O. No. 613,
dated 30th
January 1874.
Home Depart-
ment (Confiden-
tial) No. 108,
dated 8th Janu-
ary 1874.
G. I. O. No. 170,
dated 18th Sep-
tember 1890.
G. I. O. No. 103,
dated 9th Janu-
ary 1893.

90. All officers must obtain the authorization of the Government to which they are immediately subordinate before having recourse to the courts for vindication of their public acts or their character as public functionaries from defamatory attacks. This order does not affect an officer's right to defend his private dealings or behaviour in any way that may to him seem fit, but his official reputation is in the charge of the Government which he serves, and it is for the Government, which will bear the cost of all such proceedings taken under proper sanction, to decide in each case whether the proceedings are necessary and expedient.

G. I. O. No. 353,
dated 16th June
1900.

91. An officer of Government is forbidden to communicate with the press in respect of his official conduct or acts, without the prior consent in writing of the Local Government which he serves.

92. For the conduct of any criminal case in which the department may be concerned, before any legal practitioner is retained, the Legal Remembrancer or Public Prosecutor to Government should be consulted, who must sanction the engagement and settle the amount of remuneration to be paid.

G. I. O. No. 391,
dated 18th Sep-
tember 1902.

93. The previous sanction of the Government of India must be obtained before criminal proceedings are instituted departmentally against any gazetted officer. In the case of other officials (except members of the menial establishment to whom these orders are not intended to apply) the sanction of the head of the department should be obtained.

Home Depart-
ment No. 189,
dated 9th Janu-
ary 1897.

94. No officer, whatever may be his length of service, will be promoted to a vacancy until he is considered duly qualified for further advancement.

C. O. No. 151,
(Adm.) dated
14th August
1907.

95. All officers attached to a survey party other than the officer in charge are prohibited from addressing administrative officers direct; all such communications must be submitted through the officer in charge,

who, if he approves, will countersign or otherwise express his opinion on the merits of the case when forwarding it, and in the case of officers attached to head-quarters offices, Calcutta, they are to be submitted through the Officer in Charge of the office to which they are attached.

96. The practice of employing any public servant of Government on any menial work unconnected with public duty is strictly forbidden.

97. Military officers in civil employ and all persons holding civil offices are prohibited from acquiring or holding land within the province in which they are employed or in any Native State. This prohibition does not extend to land occupied merely by buildings.

Officers of all classes must be called upon to declare if they are in possession of landed property. Similar particulars must be given of property held by, and managed by, wives of officers or other members of their families living with, and in any way dependent on, them; and the management of such property shall be subject to the same restrictions as that of property belonging to themselves. With regard to investments other than those in land, officers of every class in the public service are expected to abstain from any with which their public duty is connected. Landholding and commercial speculation by officials is prohibited and will be dealt with stringently.

98. All uncovenanted officers who hold gazetted appointments and military officers in civil employ are prohibited under pain of dismissal from taking loans from, or otherwise placing themselves under pecuniary obligations to persons subject to the official authority or influence of such Government officers, or residing, possessing property or carrying on business within the local limits for which such Government officers are appointed. This prohibition does not extend to transactions in the ordinary course of business with joint stock banks and British firms.

99. All Government officers are prohibited from lending money at interest, whether directly or through relatives or other agents, to landholders with or without security, within the province in which they are employed.

100. The acceptance by any Government servant of presents of any description from Indian Chiefs and others is strictly prohibited.

Officials are also absolutely forbidden to accept wedding presents from Indian gentlemen.

101. Government servants are forbidden to receive complimentary or valedictory addresses in any form, or to accept testimonials of any kind, or to attend public meetings or complimentary entertainments of a formal and public character held in their honour.

102.(a) No officer in the service of Government is permitted, without the previous sanction in writing of the Government under which he immediately serves, to become the proprietor, either in whole or in part, of

G. I. O. No. 64,
dated 25th
March 1884
G. I. O. No. 87,
dated 5th June
1885.

G. I. O. No. 138,
dated 19th
September 1888.

G. I. O. No. 130,
dated 16th April
1889
G. I. O. No. 185,
dated 23rd July
1892
G. I. O. No. 272,
dated 24th June
1897.

G. I. O. No. 162,
dated 14th
February 1890.

D. O. No. 384
Topi.—158 Rev.,
dated 6th July
1876.
Foreign Depart-
ment Circular
No. 1289-G,
dated 20th June
1876.

G. I. O. No. 494,
dated 10th April
1908.

G. I. O. No. 620,
dated 8th Sept-
ember 1913.

G. I. O. No. 288,
dated 25th May
1898.

G. I. O. No. 75,
dated 5th
September 1884.

any newspaper or periodical publication, or to edit or manage any such newspaper or publication. Such sanction will only be given in the case of newspapers or publications mainly devoted to the discussion of topics not of a political character, such, for instance, as art, science or literature. The sanction will be liable to be withdrawn at the discretion of the Government.

(b) Officers in the service of Government are not prohibited from contributing to the public Press; but their position makes it incumbent upon them to confine themselves within the limits of temperate and reasonable discussion, and they are prohibited from making public, without the previous sanction of Government, any documents, papers or information of which they may become possessed in their official capacity.

(c) The Government of India will decide, in case of doubt, whether any arrangement of officers with the Press is consistent with the discharge of their duties to the Government.

C. O. No. 81
(Adm.), dated
5th December
1887.

103. No officer of Government, not specially authorized, is at liberty to communicate to the Press, either directly or indirectly, information of which he may become possessed in the course of his official duty. A similar professional reticence should be exercised by all officers of Government in their private and unofficial intercourse with non-official persons, and even with officers of Government belonging to other departments.

G. I. O. No. 91,
dated 23rd June
1886.

104. Administrative and executive officers are directed to explain clearly to all their subordinates who have access to official documents, and more particularly to those in whose personal custody such records are usually placed, that very serious consequences are likely to ensue from an infringement of the following orders.

It is directed that in every office of this department an office order be issued, in which the rules to be observed should be distinctly laid down, and every assistant should be required to read and initial the office order in token of his having understood its requirements.

The rules should be based on the following general principles :—

(a) That the communication of copies, extracts or notes of official documents, or of any information regarding official matters, whether trivial or important, to the public Press, or to any person not entitled to receive it, is strictly prohibited, without the express sanction previously obtained in writing of the administrative or executive officer in charge of the office.

(b) That no one, who is not directly and personally responsible for the custody of official files, shall be permitted to refer to such files for any purpose whatever, at any time, without the sanction of the officer in charge of the office.

G. I. O. No.
859-A., dated
18th August
1903.

105. No officer or employé of the Survey of India, whatever his position, is permitted to advertise for custom or work in the public Press.

G. I. O. No. 403,
dated 19th
October 1903
G. I. O. No. 602,
dated 28th
April 1912.

106. With regard to the supply of official papers by Local Governments to subordinate officers, the Government of India have ordered that only the substance of the decision should be communicated to the officer concerned with such statement of the grounds upon which it is based as may be necessary for the information of the officer, and may be considered expedient having regard to the circumstances of the case and that the express permission of the Government of India must be obtained before (a) a despatch from or to the Secretary of State, (b) correspondence between a Local Government and the Government of India indicating a difference of opinion, is communicated to any person.

G. I. O. No. 307,
dated 7th
December 1888.

107. No officer is allowed to convey to the public, whether in writing, or in a speech, or otherwise, any opinion upon matters of Government policy, which are, or are likely to become, the subject of public discussion.

G. I. O. No. 267,
dated 17th May
1898.

108. Officers on retirement are debarred from accepting appointments under a municipal committee, or employment in the management of private estates in British India, without the previous sanction of the Government of India.

G. I. O. No. 42,
dated 15th June
1882.

G. I. O. No. 304,
dated 3rd
November 1898.

G. I. O. No. 67,
dated 3rd May
1884.

109. No compensation for losses sustained by an officer while employed in the discharge of his duties can be granted by the Government.

110. Civil members of the Survey of India department are eligible for ordinary civil distinctions for exceptionally meritorious service, and military members for military rewards. Each case will, as in other services, be dealt with on its own merits and due consideration will be given by the Government to any recommendation which the Surveyor General may consider himself justified in making, for special reasons, on behalf of distinguished officers or subordinates of the department.

Extract Home
Department
Res. 109
dated 12th
January 1856.

111. An officer having recourse to an insolvent court renders himself liable to exclusion from the public service, unless it should appear that the embarrassment of the insolvent has been the result of unforeseen misfortunes, or of circumstances over which he could exercise no control, and has not proceeded from dissipated or extravagant habits.

G. I. O. No. 60,
dated 15th
February 1884.

112. Officers in the service of Government voluntarily contracting debts or obligations, which they are unable to meet, render themselves liable to summary dismissal.

G. I. O. No. 156,
dated 22nd
October 1889.

113. When half of the salary of a Government official is constantly being attached for debt or has been continuously under attachment for more than two years, or is attached for a sum which, under ordinary circumstances, it will require more than two years to repay, a full schedule of the officers' debts should be obtained by the head of the office, and the case dealt with in the same way as if the debtor had taken advantage of the insolvency court. In such cases it should be specially ascertained—

(a) what is the proportion of the debts to the salary and the extent to which they detract from the debtor's efficiency as a public servant;

- (b) whether the debtor's position is irretrievable ;
 (c) whether it is desirable under the circumstances to retain him—
 (i) in the particular position he occupies, or
 (ii) in any position under Government.

G. I. O. No. 187,
 dated 8th
 August 1892.
 G. I. O. No. 189,
 dated 10th
 September 1892.
 G. I. O. No. 292,
 dated 1st July
 1898.

114. Leave allowances are not liable to attachment, nor are attachments of pay to be made when under adjustment for advances previously made, but only on the balance to the extent of half the entire pay.

Horse allowance and tentage are not subject to attachment, and subscriptions to funds and deductions for income-tax should be excluded from the aggregate salary for the purpose of attachment.

G. I. O. No. 68,
 dated 14th
 January 1884.

115. Civil and military officers are prohibited from entering into any pecuniary arrangements with members of the service or department to which they belong, in connection with the resignation of any appointment held by them.

G. I. O. No. 152,
 dated 26th
 August 1889.

116. No officer of Government shall ask or accept pecuniary aid or subscriptions from Indian Chiefs or officials of Native States, in pursuance of public, private, or semi-public objects, except with the previous sanction of the Local Government to which he may be subordinate.

117. Whenever it may be necessary to destroy the bedding, clothing, etc., of persons suffering from infectious disease, such as cholera, in order to avoid claims for compensation by the necessary destruction of property, the procedure prescribed for adoption among European troops should be carefully observed, and nothing burnt or destroyed which could be purified by boiling or exposure to the air or to a dry heat of not less than 250° F

G. I. O. No. 105,
 dated 7th June
 1886.

118. Medical officers are forbidden to certify in medical certificates the fitness or unfitness of officers for service in any specified locality. An officer must be certified to be either fit or unfit for duty in the department to which he belongs. In the former case, he should be ordered to undertake any duty on which it may, in the interests of the public service, be desirable to employ him, and in the latter he should present himself before a medical board and take such leave as may be necessary.

G. I. O. No. 69,
 dated 12th June
 1884.

119. Medical certificates granted by private practitioners to Government servants should not be accepted and recognised as valid ; such certificates should ordinarily be accepted only from Government medical officers who are under Government control and supervision.

C. O. No. 271
 (Adm.), dated
 29th January
 1909.

120. In all cases when an officer is sent for medical examination, the examining medical officer or board should be asked to obtain on the medical certificate the impressions of the balls of the thumb and all the fingers of the left hand of the candidate for appointment, leave or pension. These last impressions should afterwards be verified, by the head of the office with those in the service books.

Extra Assistant Superintendents	...	Assistant Commissary.
Sub-Assistant Superintendents	...	Conductor.

Subordinate Services.

Officers of the Upper Subordinate Service and officers of the Lower Subordi- nate Service or any other officer on Rs. 100 and above.	}	Subadar.
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Officer of the Upper and Lower Sub- ordinate Services drawing less than Rs. 100 and not less than Rs. 50.	}	Jemadar.
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Officers of the Lower Subordinate Service drawing less than Rs. 50.	}	Havildar.
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Others.

Khalasis.

Sepoys.

Menial Establishments.

Followers.

(b) This rank does not give departmental officers any disciplinary powers whatever over soldiers, but carries with it all the privileges and advantages of that rank under the rules in force at the time, including—

Wound pensions.

Family pensions, in case of death in, or caused by, the service.

Grant of medals.

Compensation for loss of baggage, etc.

(c) The rank will entitle the officers concerned to take their place on mixed committees with officers of the regular forces according to date of commission, subject to the protection of King's Regulations, Section VI, para. 220, and to be saluted by the rank and file.

(d) Officers holding commissions as volunteers will not take that rank on service, but the rank conferred by their departmental standing.

129. (a) Military officers of the Survey of India on service wear the uniform of the corps to which they belong. A uniform will also be worn by superior civilian officers, and will be the "Army Departmental Field Service (khaki) uniform" with badges of rank on the shoulders and the word "*survey*" in brass letters.

(b) Europeans and Anglo-Indians of the subordinate class will wear the ordinary field service (khaki) uniform of British Infantry, with the word "*survey*" on the shoulders as in the case of officers.

(c) Indians will wear the ordinary khaki uniform of Indian Infantry with the word "*survey*" as for officers. Those ranking as Indian officers will wear the badges of rank as for Indian officers.

G. I. O. No. 127,
dated 18th
March 1888.

130. On active service Europeans or Indians performing the same class of duty whether of the "Officer Class" or of the "Subordinate Class" or ranking as, or above, sepoys, will receive the silver medal under exactly the same conditions as combatants in the field while all other establishments ranking as "followers" will get the bronze medal.

G. I. O. No. 144,
dated 19th
November 1888

The term "Civilian" applies to those persons only who have the status of officers and does not include clerks, commissariat agents, guides, interpreters, purveyors, etc.

131. The grant of medals to civilian subordinates, such as clerks, gumash-tas, purveyors, guides, interpreters, etc., will be restricted to those cases in which it is proved that such an official—

- (a) was in the performance of military duties, such as those ordinarily performed by combatants;
- (b) was during the performance of the above duties, actually, individually, under the fire of the enemy; and
- (c) was appointed in field force orders to do such military duty.

G. I. O. No. 149,
dated 8th May
1889.

Under existing rules civilian clerks and subordinates who accompany any army on field service, and who are not ranked as soldiers, European or Indian, in the Field Service Manuals, are granted war medals only on the conditions laid down in para. 345, Army Regulations, India, Volume II, and no relaxation of these conditions is permissible.

G. I. O. No. 99,
dated 23rd
January 1886.

132. When arms for the protection of members of the department are procured from Government, they are on no account to be sold when no longer required, but should be returned through the executive officer to a Government arsenal, preferably to that from which the weapons were originally obtained, when their values at the time of return will be repaid to their owner.

G. I. O. No. 239,
dated 24th
October 1895

133. An officer has no authority to grant a permit or pass to a subordinate to carry arms, not required by him in the performance of his duty, and referred to as such in the exemptions granted under Rule I of the Arms Act.

G. I. O. No. 590,
dated 5th
December 1911.

134. All gazetted officers of the Provincial Service of the Survey of India are exempted from the operations of the Indian Arms Act (XI of 1878).

135. Any member of the department, who may be absent from duty without leave from the head of the office, shall, except in case of sickness, forfeit his salary for the period of such absence, or may, at the discretion of the head of the office, be permitted to make up for his non-attendance by working beyond the ordinary hours.

136. Persons absent on the plea of sickness must produce a medical certificate of their inability to attend, if called upon to do so; and, as a rule, a medical certificate should be required when a first absence extends over more than three days, or when the absence is repeated,

137. Should the absence extend over one month during the year, the person is to be considered as on leave under medical certificate, and his salary will be subject to reduction under the Civil Service Regulations.

G. I. O. No 587,
dated 26th
October 1911.

138.(a) A gazetted officer who is in receipt of furlough or leave allowances must obtain, if he is resident out of India, the previous sanction of the Secretary of State, or if resident in India, that of the Surveyor General before taking service under an employer other than Government, or accepting any employment, not being under Government, which involves the receipt of a fee or honorarium. In the case, however, of a non-gazetted officer resident in India the special permission of the officer empowered to appoint him may be accepted as sufficient authority. It should, however, be understood that as leave is intended as a period of recreation and rest and is granted to an officer for the purpose of recruiting his health, taking up employment during leave is not permissible save in exceptional circumstances and with special sanction.

NOTE.—This condition is not to be held to apply to the receipt of fees for literary work, or for service as an examiner, or similar employment.

C. I. T.
No G. H. 1697,
dated 27th
January 1912,
to O. C. S. G. O.

(b) The Surveyor General can exercise the powers of a Local Government in respect of gazetted officers of the Provincial Service in receipt of leave allowances, taking service under an employer other than Government, or accepting any employment not being under Government involving the receipt of a fee or honorarium.

139. The orders contained in the preceding paragraph refer to the acceptance of employment of the kind for which the Foreign Service Rules in Part VII of the Civil Service Regulations provide. An officer in receipt of leave allowances cannot take up an appointment which is such as should, for public reasons and not merely in his own interests, be filled by a servant of Government, unless he has been transferred thereto in the regular way by the authority empowered to authorise his transfer under the rules regulating transfers to foreign service. An officer who has been so transferred ceases, from the date on which he takes up the appointment, to be on leave and is no longer entitled to draw leave allowances from Government. He becomes an officer in active service and receives from his employer pay fixed in accordance with rule. (See also para. 173 b).

140. It occasionally happens that the assistance of the Survey of India is asked for by officers of other departments for short jobs, all expenses being borne by the department making the request. In such cases whenever it is possible without interfering in any way with Imperial duties, officers of all classes of the Survey of India may, as a rule, be lent, but the Surveyor General's sanction should be obtained beforehand.

A small increase of pay, not exceeding 20 per cent. of his salary, should be given to the officer whose services are lent.

Section 9.—Special Rules applicable to Executive Officers.

141. Officers in charge of parties will be held responsible that their assistants are gradually instructed in every portion of their duties both in the field and office; also that they are properly equipped for the field as regards instruments, stationery, medicines and camp equipage and provided with ample data on which to base their work, together with full instructions (written if necessary) as to the locality, method of procedure, and quantity of the work expected of them.

C. O. No. 241
(Adm.), dated
21st February
1905.

142. Particular efforts should be made to keep all surveyors, who are qualified for independent exploration surveys, *i.e.*, who possess a sound knowledge of triangulation or planetabling on small scales of survey, or who are considered likely to become good explorers after due instruction, up to the mark, and every opportunity should be taken to improve their knowledge on all subjects connected with trans-frontier surveying, both in the field and during recess.

C. O. No. 214
(Adm.), dated
26th April 1904.

143. (a) The orders issued from the Surveyor General's Office are classified as follows:—

- (i) *Government of India Orders*.—These will give the direct orders of the Government of India on any subject which affects the department generally.
- (ii) *Departmental Orders*.—These will include all such subjects as appointments, promotions, transfers, etc.
- (iii) *Circular Orders* (Professional).
- (iv) *Circular Orders* (Administrative).

These orders as well as survey operation reports are printed and issued for the information and guidance of every member of the department, and not merely for that of the officer in charge. It is therefore to be considered one of the chief duties of the officer in charge of a survey party, to keep his establishment duly informed of all the various orders emanating from the Surveyor General's Office, without which it is manifestly impossible to preserve that uniformity of practice so specially necessary in the Survey Department. The officer in charge is responsible that all orders are circulated for the information of his subordinates and shall obtain their signatures as having seen them.

(b) Copies of all Circular Orders (Professional and Administrative) will be supplied on publication to each individual officer of the Imperial and Provincial and Upper Subordinate Services, for his personal use, as well as to the field parties and drawing offices, and it will be the duty of every officer, from these orders, to correct and supplement the rules and regulations laid down in his copies of the different Hand-Books, which will thus be kept up to date.

(c) All important Government of India Orders and Circular Orders (Administrative) from 1878 to 1908, inclusive, are published in book form and issued to all field parties and drawing offices.

C O No. 205
(Adm.), dated
1st July 1903.

D. O. No. 118,
dated 20th
September 1867.

144. It is incumbent on all executive officers to be conversant with the rules and regulations of the department and to insist on their clerks studying the Hand-Book of General Instructions.

145. An officer on being relieved of the charge of a survey party when proceeding on leave or on transfer shall deliver to his successor a detailed list of survey records in duplicate, one copy to be retained by him and the second to be transmitted to the head-quarters. It is the duty of the relieving officer to report any deficiency that may be found. He should also report that he has received the qualification rolls of the party duly brought up to date.

146. When officers deliver over and receive executive charge of a party, the following rules are to be strictly observed both by the relieving and the relieved officer :—

- (i) The transfer, whether during the field or recess season, is always to be made in person at the head-quarters for the time being and on no account by letter or telegram.
- (ii) The books and records of the office are to be inspected by both officers together, and in making his report of receiving charge to the administrative officer, the relieving officer will distinctly state in what condition he finds the records, Government property, instruments, stores, and camp equipage.
- (iii) A list in duplicate is to be carefully made of the ordnance stores, and of all Government or public property from the office books, which, after inspection of the instruments, stores, and camp equipage, etc., as far as practicable, is to be signed by both officers, one copy being forwarded to the administrative officer and the other deposited in the Superintendent's office, specifying all deficiencies and explaining them as far as possible.
- (iv) With regard to money, the relieved officer will draw up a statement showing how his permanent advance is distributed, and will prepare special adjustment statements showing what advances of pay and travelling allowance are outstanding. The relieving officer will sign the Government and special cash books, showing what money he has taken over, and after inspecting the receipts of camp officers, etc., for their permanent advances will satisfy himself that the whole of the permanent advance of the party is accounted for.

147. If transfers occur during the field season, some stores will probably be in recess quarters and others with detached assistants, or if transfers occur during the recess, many stores will be at the field depot. In such cases an accurate list of the articles which are at hand and

cannot be produced but are believed to exist is to be made out by the relieved officer, who will be answerable for any deficiency subsequently found, which must be ascertained and reported on as soon as possible.

148. It is incumbent on every executive officer vacating his office during the year to correct the qualification rolls of his party, and to record a memorandum of his opinion of the official character and deserts of his subordinates up to the period of his quitting office.

149. It is a very important duty of the officer in charge of a survey party to be most careful and thoughtful of the preservation of the health of his establishment. He must see that each detached party is supplied with medicines which are suitable and sufficient for its wants, and also that written directions as to their use, in English or the vernacular, as may be necessary, accompany the medicines. Tin medicine chests containing selected medicines can be obtained on indent for the use of the Indian surveyors, whilst larger ones known as "District Officer's chests" can be supplied to camp officers or other European assistants.

150. Lists of drugs, etc., maintained in Government Medical Store Depots and obtainable on indent, are published in Government of India Order No. 223, dated 3rd December 1894.

151. Executive officers working in Native States should insist on their subordinates and followers paying for every article supplied to them at the rates furnished by vakils. Should it be found that the surveyors and assistants have cause for complaint, a representation will be made by the officer in charge to the Political Officer of the district. It is a good plan to make each vakil, with a detached subordinate, send in a report to the officer in charge every fortnight, stating whether the assistant with whom he is detached has or has not paid for all supplies procured for his camp. Any omissions can then be speedily attended to, and the reports act as valuable refutations against any subsequent statements of the vakils, sometimes made to screen themselves.

152. Executive officers should impress on their assistants the necessity of conciliating the officials and villagers of the tracts in which they may be employed. The vakils and escorts provided by the Chiefs of Native States can, by mere passive obstruction, materially retard the progress of survey operations, without giving the surveyor any apparently solid ground of complaint. The habits and customs of these officials are often strictly in accord with those of their immediate masters, though diametrically opposed to correct views of justice, and on many occasions more harm than good has been done by attempts on the part of officers to put a stop to what they consider oppression on the part of vakils and their followers; viewed in the light of survey progress, such attempts are injudicious.

153. Executive officers are required to obtain the sanction of their respective administrative heads before appointing others than Asiatics to the cadastral establishments.

154. (a) An officer in charge of a survey party working in conjunction with a settlement officer should maintain cordial relations with him. He should consult him whenever necessary when making a survey for settlement purposes, and should accept his guidance at every step when a record-of-rights is under preparation. The survey officer should remember that his *raison d'être* is to assist the settlement or civil officer in such circumstances. He should arrange with him such a division of labour and duties between his own and the settlement establishment as will ensure the best results with the smallest expenditure possible.

(b) The relations of the officer in charge of a party with the civil authorities of a district should always be cordial. More especially is this necessary when he may be utilising the kanungo and patwari staff of a district for his own operations. If he finds his relations strained, he should consult his administrative officer and seek advice, for no success can attend such operations if there is any friction between the survey and civil departments.

155. Officers in charge of survey parties should avoid entering into engagements with subordinates who tender their resignations. A full statement of the case should be submitted to the administrative officer as early as possible after the resignation has been tendered. It is not within the competency of executive officers to promise acceptance of resignation at any period without previous sanction, and any subordinate who may leave his party without express permission from his administrative officer shall be treated as absent without leave and dealt with accordingly.

C. O. No 36
(Adm.), dated
26th May 1883.

156. It is the duty of every executive officer to visit at least once a year the office of every other survey party recessing in the same station as himself and to direct his senior assistants to do the same. All officers will derive advantage from such visits, which will afford them opportunity of improving themselves in their professional duties.

157. Officers in charge of survey parties will obtain receipts in duplicate for maps, plans, and other survey records made over to the civil authorities; one receipt is to be filed in the party office and the other submitted to the administrative officer for record in his office.

D. O. (G. T. S.),
dated 29th May
1855.

158. The field season generally commences about the 15th of October, and lasts about six months, but there are few districts in India where this whole period can be utilised. In malarious tracts little benefit is gained by commencing field work too early and in others, such as Rajputana, out-of-door work becomes almost impossible for Europeans after April. In Burma little in the way of triangulation or reconnaissance can be done after the middle of March, owing

to the dense haze which obscures all distant points. Executive officers must apply for orders to their administrative officer as to the times of taking and leaving the field.

159. Executive officers are prohibited from retiring from the field and withdrawing their establishments without sanction. This should be applied for at least one month before the proposed date of returning to recess quarters. With the application full particulars of the area completed and remaining to complete the season's programme should be sent. They are on no account, unless by special sanction, to return to recess quarters until all the instruments and stores have been properly stowed away in the field depot, and all accounts with the field establishment properly adjusted.

160. The decision of the question as to where a Revenue survey party should recess rests entirely with the Local Government or Administration within whose jurisdiction the party is employed.

161. When a party first occupies a hired building for an office, the officer in charge should report to the administrative officer the situation of the building, space in it, and conditions of contract.

162. Every possible facility and reasonable indulgence should be allowed during the recess season to members of the Survey Department who are members of volunteer corps.

163. Executive officers are to intimate to the Surveyor General's Office, Calcutta, the dates on which any officers of the Imperial or Provincial Services may be transferred from, or join, their parties, and the dates on which any such officers may avail themselves of, or return from, leave of any description. The time of the day, whether forenoon or afternoon, should be specified, and the report should be considered urgent and sent immediately the information is available.

164. An officer in charge of a survey party has the power to inflict a fine on any individual in the native establishment to such an extent as may be called for by the nature of the offence, but not exceeding 15 days' salary. Should the man be in superior service, the fine will be subject to confirmation by the administrative officer, to whom it should be at once reported.

165. Any subordinate whose conduct is undergoing investigation on a serious charge should be placed by his immediate superior under suspension until his case is decided.

166. If it is considered necessary to reduce, discharge, or dismiss an Extra Assistant Superintendent, or Sub-Assistant Superintendent, the circumstances of the offence which may seem to call for so severe a punishment must be fully reported to the administrative officer for orders, a copy of the report being forwarded to the accused, whose defence, if any, must also be submitted.

G. I. O. No. 305,
dated 8th Nov-
ember 1898.
G. I. O. No. 433,
dated 8th May
1905.

167. In all cases of dismissal of public servants, except cases of dismissal in consequence of facts or inferences elicited at a judicial trial, or when persons have absconded with an accusation over their heads, the charges must be reduced to writing, the defence must either be taken in, or reduced to, writing, and the decision on the defence must also be in writing. The fact that a person is unable to read or write is not a sufficient reason for not complying with this procedure.

168. When an individual of the Indian establishment is discharged and a certificate of character granted, a copy of the certificate should be filed in the office of the officer in charge.

All officers must state the whole truth in respect of character and cause of dismissal, or resignation of appointment when granting certificates to subordinates.

G. I. O. No.
233, dated 27th
June 1895,
D. O. No. 28,
dated 8th July
1899.

169. "Removal" or "discharge" of a public servant for such a cause as unfitness for the duties of his office ought not to bar his future re-employment in another office under Government, and no subsidiary orders should be passed which would operate as such a bar, or otherwise prejudice the person in question. On the other hand the effect of an order of "dismissal" should be to preclude the dismissed officer from being re-employed.

170. Should any person, who has once been employed in any capacity in an Indian establishment in the department, offer his services for re-employment in a survey party other than that in which he was last enrolled, he shall not be entertained without the express sanction of the administrative officer having been first obtained; and on the fact of the former employment of an individual coming to the knowledge of an officer in charge of a party at any time subsequent to entertainment, the case must be reported.

G. I. O. No. 555,
dated 21st July
1910.

171. It is the duty of a Government officer, who wishes to transfer his services to a different Government office or department, to obtain the consent of the authority which appoints him to his existing post before taking up the new employment. If he takes up the new employment without such consent, he commits a breach of discipline and is liable to be punished, in the last resource, by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not, it should be noted, protect him from this penalty.

In granting or withholding consent to the acceptance by a subordinate of other Government employment, the head of the office or department must consider whether the transfer will be consistent with the interests of the public service. Permission should not be refused, however, without strong reason, which should be recorded in writing.

172.(a) The head of an office or department shall not employ, either temporarily or permanently, an officer whom he knows, or has reason to believe, belongs to another establishment without the previous consent of the head of the office or department in which he is employed. In the rare cases in which, for reasons which appear satisfactory to the new

employer, an officer cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity.

(b) The foregoing instructions apply equally to officers on leave whether with or without allowances. All leave allowances must *ipso facto* cease on the taking up of new employment, other than work of a purely casual nature. (*Vide* para. 139.)

G. I. O. No. 92,
dated 14th July
1885.
C. O. No. 174
(Adm.), dated
6th April 1899.

173. When a person who was formerly in Government employ is re-employed, whether temporarily, or permanently, the authority re-appointing him shall specifically state in the order of re-appointment whether he received any gratuity, bonus or pension on retirement, and shall communicate a copy of this order to the audit office, and, if necessary, direct that the proper deductions be made.

G. I. O. No. 323,
dated 27th June
1895.

174. The sanction of the Surveyor General is required for the re-employment of discharged persons, also of all pensioners, the rules for which are laid down in Chapter XXI of the Civil Service Regulations.

C. O. No. 158,
dated 21st De-
cember 1897.
C. O. No. 183,
dated 71th
January 1900.

175. Officers in charge of parties should submit descriptive rolls on form O. 68 of all men proscribed and debarred from employment in the department. Their thumb and finger impressions should also be taken on a separate piece of paper for identification and forwarded to the Surveyor General's Office for reproduction.

176. Administrative officers have the power to proscribe a man, but printed copies of the descriptive roll should invariably be sent to all administrative officers for circulation to parties under them.

C. M. No. 3875-
S, dated 17th
November 1897.

177. Every surveyor, computer, draftsman or clerk, whether engaged temporarily or permanently, should, on entertainment, be provided with a service book (at his expense) and every khalasi or other menial of the Indian establishment should, if the officer in charge approves of his services and specially wishes him to return to the party, be provided, at the end of the first season, with a service book, in which an entry will be made that his service is temporary but that he is granted leave without pay. This is meant to apply to all khalasis and menials whom the officer in charge thinks may eventually be brought on the permanent list. The strength of the permanent list should, however, be kept down as low as possible and be restricted to tindals, and men of good character and physique. No menial who has not had at least 15 years' service should be made permanent.

The date to be entered under the heading "Date of Appointment" is that of a man's entertainment *in any capacity* in Government service whether temporary or permanent.

C. O. No. 247
(Adm.), dated
22nd December
1905.

178. The service books are to be kept correctly up to date and produced for the inspection of an administrative officer when he is visiting an office or party. All promotions, reductions, transfer from one party or office to another or from temporary to permanent establishment, discharge, dismissals, leave, except casual leave, and the authority for the same (which must be that of an administrative officer) should be shown

therein. Departmental leave should however be entered on a special page, form O. 94 to be pasted in at the end of each book. No entry that has already been made and attested should be scored out. If it is found that any former entry is incorrect or that any service which should have been entered has been omitted, then the necessary correction or addition should be entered in red ink and attested after the last entry in the service book, and the reasons for making it should be recorded.

179. Officers in charge, when submitting their annual reports for publication in the General Report and Record Volume, are required to certify, that all the service books have been kept up to date and duly signed by them.

180. No personal certificate of character, unless by order of the Surveyor General, should be entered in column (2) of service books.

C. O. No 271
(Adm.), dated
29th January
1909.

181. Impressions of the balls of the thumb and all the fingers of the left hand of persons in service should be taken in every man's service book in the space for "distinctive marks". Impressions should be taken in the following manner.

A small quantity of ordinary printer's ink (which will be supplied by the Controller of Printing, Stamps and Stationery, Calcutta) mixed with a very small quantity of sweet oil should be well rubbed with an India-rubber roller on a tin slab until a very thin even layer is formed. The balls of thumb and all the fingers of the left hand after being wiped, should be laid on the inked slab and rolled from side to side (not rubbed) until sufficiently inked (this can be learnt from experience) and then lightly and carefully rolled on the paper on which the print is to be taken in such a way that the pattern of the whole of the ball of the thumb and fingers from side to side is clearly impressed on it. It must be specially borne in mind that any side movement, either at the time of applying or removing the thumb, will cause a smudge and spoil the impression.

182. The service book of a member of the Indian establishment dismissed for misconduct must not be made over to him.

Art. 67, C. A. C.

183. The service books should be kept in the custody of the head of the office. When an employé is transferred to another office his service book should be sent to the head of the office to which he is transferred and not made over to him, nor should it be given to him when proceeding on leave. When a non-gazetted officer is officiating in a gazetted appointment, his service book should be kept by the head of the office to which such officer permanently belongs, but when he is confirmed in such an appointment, his service book should be forwarded to the account office for record.

184. Copies of the Departmental Hand-Book are issued to all Imperial and Provincial officers, who will be held personally responsible for their safe custody and see that they are corrected up to date. Executive officers, when submitting their annual reports for publication in the General Report and Record Volume, should report whether all additions

and corrections have been inserted in the Hand-Books in use with the survey party under their orders.

D. O. (G. T. S.),
dated 16th July
1850.

185. Stores and public property should not be kept in a closed tent, with a single sentry outside; for such an arrangement is unsafe, and unfair to the man on guard. The most secure method of guarding property is to collect it in an open spot, from which the sentry can have a clear view on all sides; the articles should be raised above the influence of damp ground and of white-ants by means of stones and bricks. Delicate instruments liable to injury from exposure can be guarded securely if placed in a *shuldari* or open *pal*. When the strength of the guard is insufficient for furnishing a double night sentry, the khalasis of the establishment must take their turn on such duty.

186. The objectionable practice of stowing away valuable instruments, tents and other property in insecure thatched houses is prohibited. All Government property should be kept, if possible, under the immediate eye of the officer in charge, and should invariably be stored in a masonry building. When left at "khamals" or "godowns" proper arrangements should be made for their safe custody.

Army Circular
of 1892, clause
84.

187. Medal rolls for any campaign are to be made out strictly in accordance with the provisions of the particular Army Order granting the medal. Applications for the replacement of medals lost by members of the subordinate service, and menial establishments are to be investigated by a board of enquiry consisting of the officer in charge and two subordinate officers of the party in which they may be serving. The board should take evidence, and report fully the circumstances of the case, and record in the proceedings their opinions as to whether the cost of a new medal be defrayed by the State, or at the applicant's own expense. The proceedings are to be submitted to the Surveyor General, by whom they will be forwarded to the Army Department for disposal.

Circular No. 539,
dated 20th
March 1872.

188. Under orders of the Government of India in the Home Department, executive officers are forbidden to correspond direct with Local Governments or Heads of Administrations (including Political Agents) without previous reference to administrative officers except it be unavoidably necessary owing to a previous reference from a Local Government or Head of Administration, or other equally emergent cause; in such cases a copy of the correspondence is to be forwarded without delay to the administrative officer.

189. A court of enquiry should be convened, in accordance with G. G. O. dated 30th September 1820, and 7th March 1845, for the purpose of investigating the circumstances connected with the loss by robbery or otherwise of public property. In the event of the convening of such a court being impracticable, depositions of men of the guard and other parties present should be taken on the spot by the civil authorities and sent to the head-quarters office. •

Art. 279 (2),
C. A. C.

190. The Surveyor General exercises the powers of a Local Government with regard to writing off the value of stores or public money lost by fraud or the negligence of individuals or other cause, if the loss does

not exceed Rs. 500 in cases of fraud or Rs. 1,000 in case of loss or destruction of stores. A report should be made to the Government of India if the loss discloses (a) a defect of system, the amendment of which requires their orders, or (b) serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requiring the orders of higher authority.

C O No 283
(Adm), dated
3rd December
1909

191. (a) The death of a military officer of the Imperial Service should be *immediately* reported by telegram, stating, if possible, the date, cause and place of death, to the officer commanding the nearest military station who is responsible for the further action required by paragraphs 150(d), 152 and 153, Army Regulations, India, Volume II. Information regarding the wounds of a military officer, wounded in action or in the performance of his duty or severely wounded by fanatics or others, should be similarly reported. In the case of wounds it should always be stated whether they are dangerous, severe or slight.

(b) Similar reports regarding the death, wounds or dangerous illness of an officer of the Imperial, Provincial or Upper Subordinate Service should be telegraphed both to the Surveyor General's Office and to the circle office concerned, and in the case of an officer of the Lower Subordinate Service to the circle office only. In the event of the Surveyor General or the Superintendent of the Circle being absent from their head-quarters, this information should be telegraphed to them by their respective offices.

(c) Information regarding the dangerous illness of a military officer or regarding the death, wounds or dangerous illness of a civilian officer of the Imperial Service will be communicated by telegram to his next of kin by the Surveyor General's Office.

(d) Information regarding the death, wounds or dangerous illness of an officer of the Provincial or Upper Subordinate Service should be communicated by telegram to his next of kin by the circle office; and of an officer of the Lower Subordinate Service, a sub-assistant surgeon or a soldier surveyor, by the officer in charge of his office or party.

(e) A list of the next of kin of all officers of the Imperial Service will be kept in the Surveyor General's Office. Similar lists for officers of the Provincial and Upper Subordinate Services should be kept in the circle offices and for officers of the Lower Subordinate Service, sub-assistant surgeons, and soldier surveyors, in the office or party to which they belong.

(f) A mortuary return in the case of the death of any European or Anglo-Indian civilian officer should be prepared in form O. 67 and submitted through the Superintendent of the Circle to the Surveyor General, who will forward it to the Government of India.

(g) The death of an officer of the Lower Subordinate Service, of a sub-assistant surgeon or of a soldier surveyor, should be reported by letter by the Superintendent of the Circle to the Surveyor General.

(h) The death of a sub-assistant surgeon will be reported by letter by the Surveyor General to the Director-General, Indian Medical Service.

(i) The death of a soldier on the unattached or seconded list will be reported by letter by the Surveyor General to the Adjutant-General or the Chief of the General Staff, respectively.

O. M. No. 3,
dated 2nd
March 1910.

(j) With a view to facilitate the intimation of casualties to their relatives, a nominal roll of all officers of the Imperial Service showing the names and addresses of their next of kin is kept in the Surveyor General's Office. Any correction necessitated by the death or change of address of the next of kin of an officer should be at once notified by that officer direct to the Officer in Charge, Surveyor General's Office.

C. M. No. 11,
dated 18th July
1912.

All Indian Army officers should submit the necessary information to reach the Officer in Charge, Surveyor General's Office, on the 1st of July each year, *interim* corrections being notified at once as mentioned above.

Supplement to
C. S. R.—1912,
para. 530.

192. The Government of India have been empowered by His Majesty's Secretary of State to grant, without previous reference to him, extensions of service to officers in charge of survey parties, where the compulsory retirement (*vide* Article 461, C. S. R.) of such officers in the middle of the survey year, which closes at the end of September, entails much inconvenience, provided the extension in no case exceeds six months, and is granted solely for the benefit of the public service.

R. and A. Dept.
No. 11—1907,
dated 22nd
November 1907.

193. The Surveyor General has powers of a Local Government in respect of Articles 72 and 74 of the Civil Service Regulations embodied in Appendix 5 and may grant a bonus or honorarium to an officer for a special work up to a limit of Rs. 500 in each case.

G. I. O. No. 593,
dated 23rd
January 1912.

194. Circle Superintendents have power to appoint menials to parties and offices serving under them, and have power to promote, discharge, and dismiss, temporary menials and also transfer them to the permanent establishment provided they have at least 15 years' continuous service. They have not the power to discharge or dismiss permanent menials, nor to accept resignations of permanent menials.

C. O. No. 293,
dated 4th April
1910.

195. Under Article 918 of the Civil Service Regulations, the power of appointment automatically confers on Superintendents, the power of sanction of pensions certified by the audit officer to be admissible under rule.

G. I. O. No. 593,
dated 23rd
January 1912.

196. Circle Superintendents have power to sanction withdrawals from the General Provident Fund in accordance with the rules laid down by Government for such withdrawals.

CHAPTER II.

Section 1.—Correspondence, Telegrams and Records.

197. It is necessary to bear in mind the repeated orders of Government to condense all official correspondence, and to reduce the amount of clerical labour in public offices as much as possible.

O. No. 219
dm), dated
h May 1904.

198. Executive officers in charge of parties and drawing offices are prohibited from corresponding direct with the officer in charge Drawing, Photo-Litho. and Mathematical Instrument Offices

All such correspondence should be addressed "through their administrative officers." Similarly the officers in charge of the Drawing, Photo-Litho. and Mathematical Instrument Offices when corresponding with executive officers in charge of parties and drawing offices, should do so "through their administrative officers".

O. 196 of 5th
dy 1865.

199. Government have ruled that the system of "bundling" instead of "filing," correspondence should be adopted in all public offices. The peculiar advantage of the system is that, instead of keeping in a book copies of all letters sent, and filing letters received in chronological order, all correspondence bearing on any one subject is carefully docketed and tied up in one bundle; so that when reference requires to be made, all letters on that subject can be readily referred to.

Three important points must be carefully attended to—*Firstly*, one subject only should be treated of in the same letter or memorandum; *secondly*, the précis of the docket or the letter or memorandum must be clear and concise, and should simply notify the salient points of the letter docketed; *thirdly*, a significant or catchword, should be entered on each docket, whereby a clue to the subject may at once be furnished for entry in head-quarters office books.

An index is to be kept of all correspondence, in which should be entered the reference letter of the bundle or file in which the letter has been recorded.

200. In survey parties where there is not much correspondence, it may be found more convenient, however, to file letters in chronological order, and, with the administrative officer's permission, this system may be adopted.

Brief memoranda and endorsements are to be substituted as much as possible for covering letters when documents are forwarded which require reply. Covering dockets to periodical returns, indents, receipts, etc., transmitted to head-quarters are not required.

201. As a general rule, unimportant documents referred to in letters need not be submitted, but the subject should be quoted or embodied in the letter, so that the document may be full and complete in itself. Original enclosures need only be transmitted when of importance, but the

substance of the enclosure must likewise be stated in the covering letter. When it is absolutely necessary to forward enclosures, they should be separately docketed. Each docket should be numbered in the order of the correspondence which may have passed; and if any enclosure be cited in the letter which it accompanies, the number on the enclosure must be noted in the margin. All tabular statements, sketches or plans, accompanying letters or folded in separate envelopes, should be distinctly docketed with the number and date of the letter to which they have reference

G. I. O. No. 35,
dated 11th
November 1881.

202. During the rainy season an oiled or waxcloth inner covering should be used in all despatches of very important letters and maps.

The word "urgent" should be written outside the cover of any letter requiring immediate attention and on the letter itself, but not unless it be really important.

203. All official letters to the Government of India should be addressed to the "Secretary to the Government of India in the ----- Department" both in the letter itself and on the cover

In all official letters to the Government of India references to previous correspondence should invariably be given

If an official letter refers to one from any officer other than the Secretary it should begin "with reference to Mr.-----'s letter No.-----, etc.," or "with reference to your department letter No.-----, etc."

204. In all correspondence which is transmitted, whether in manuscript or in print, to the Government of India in any department, the name as well as the official designation of the writer should be set out at the head of every letter, memorandum, etc.

All ordinary official correspondence should be conducted on similar lines.

205. Covers containing official correspondence, which is not of a confidential nature, should be addressed to the officer for whom they are intended by his official designation only and without the addition of his name.

206. Demi-official correspondence is not prohibited; all official questions cannot be settled by this mode of correspondence, but it is useful in many ways, and it is left to the judgment of executive officers to decide when it may be adopted.

G. O. No. 228
(Adm.), dated
8th September
1904.

All "demi-official" correspondence from officers of the Survey of India to Government and Secretariat officers, and all such correspondence between executive and administrative officers and between the latter officers *inter se*, of such a character that there is any possibility of its being placed on the office files, should be written on paper of foolscap size (form O. 123).

For personal and private matters and also for "demi-official" correspondence between officers in charge of parties and their assistants, etc., the ordinary note-sized paper may be used.

207. If it is desired that the letter should only be opened by the officer to whom it is written, the word "personal" should be written on the envelope, which should bear the officer's official title in full.

208. Receipts to the head-quarters office for forms, pamphlets, etc., should be retained to be transmitted with some other despatch, but need not be referred to in it.

G. I. O. No. 438,
dated 21st June
1905.

NOTE.—As far as practicable, as many documents as possible should be sent under one cover to save postage, care being taken that the envelopes are of sufficiently strong paper. Officers should take steps to prevent the use of covers or envelopes disproportionately large as compared with the size of the papers they contain.

209. (a) Each letter should deal with one subject only.

Every letter, when not very short, should be divided into paragraphs regularly numbered; and every report of considerable length should have marginal notes of the subject of each paragraph.

(b) All letters should be typewritten or written in a clear legible hand, without erasure, in dark coloured ink, on quarter margin paper and properly punctuated. Those intended for record must be drawn up on foolscap paper, and unless otherwise ordered, with a margin on the inside of the page of half an inch.

(c) The quarter sheet memorandum form should not be used for letters, but only for forwarding memoranda or other minor purposes. Foolscap-sized paper should be used in the form prescribed.

D. O. No. 327,
dated 14th
January 1874.

(d) Roman writing is to be used for all geographical names in all official correspondence in contra-distinction to the running hand, which is ill adapted for transcribing difficult and new names of places, especially where the writing may be executed by inferior copyists.

D. O. No. 327,
dated 14th
January 1874.
G. I. O. No. 226,
dated 28th
February 1895.

(e) Vernacular expressions should not be used where they can be avoided and, if employed, the English equivalent must be added immediately following. Vernacular documents are not as a rule to be forwarded to the head-quarters office, but their meaning translated into English and embodied in a letter.

G. I. O. No. 608,
dated 23rd
December 1912.

210. In all official papers the word "Indian" should be used instead of the word "Native" whenever the sense desired can be equally clearly conveyed by the use of either term.

In certain contexts, however, it is recognised that it is impossible to avoid the use of the word "Native," *e.g.*, in the phrases "Native States," "Statutory Native of India," and in such circumstances there is no objection to its use.

211. Official correspondence should be numbered; only one series of numbers commencing annually from 1st January for letters, memoranda and endorsements should be kept for correspondence with the head-quarters office.

When documents are sent for countersignature, the date of transmission should be recorded on them as well as the date of receiving them back. The date of receipt of every document must also be recorded on it.

212. Valuable original documents and letters containing remittances should be sent under registered covers. The utmost economy must be exercised in the transmission of heavy covers; all official covers above 10 tolas should as a rule be sent by packet post.

C. O. No 111
(Adm.), dated
5th Aug st 1892.

213. The Postal Guide can be obtained from the post office on cash payment.

214. The following full and abbreviated telegraphic addresses of the officers of the Survey of India have been adopted :—

<i>Full Address.</i>		<i>Abbreviated Address.</i>	
Surveyor General of India	Surveys.
Superintendent of the Trigonometrical Survey	...	ditto	Trig.
Ditto	Northern Circle	...	ditto Northern.
Ditto	Southern do.	...	ditto Southern.
Ditto	Eastern do.	...	ditto Eastern.
Ditto	Map Publication	...	ditto Maps.
Officer in charge,	Surveyor General's Office	ditto	Office.
Ditto ditto	Mathematical Instrument		
	Office	...	ditto Inst.
Ditto ditto	Forest Map Office	...	ditto Forest Maps.
Ditto ditto	No. ——— Party	...	ditto Field ———.

215. Service stamps only should be used in payment of telegrams despatched on the public service. Officers should therefore obtain from the treasuries a sufficient supply of service stamps to cover the cost of telegrams as well as postage. In affixing stamps to telegrams care should be taken to use the smallest number possible, and stamps of the higher values should therefore be procured to such extent as may be necessary.

No cash entry will be made by the telegraph office in the receipt for any telegram paid for in service stamps. If any officer is compelled to send a telegram at a time when he is temporarily without service stamps, he should pay for it in cash, and the receipt granted to him will then state the value of the telegram, but will not bear on it the word "State." State telegrams sent from railway stations will, for the present, be similarly paid for in cash. The value of the telegram may subsequently be recovered from Government, the officer concerned submitting as his voucher the receipt for the telegram, together with a certificate signed by the head of the office that the telegram was sent on State service, and that cash payment was unavoidable.

C. O. No. 77
(Adm.), dated
17th June 1887.

216. All telegraphic messages regarding leave, pay, appointment, promotion, arrangement for journeys when travelling allowance is drawn, or other matters of a private character, must be paid for by the person sending them, except when it is perfectly clear that the interests of the public service will be injuriously affected unless the particular message be sent by telegram, and if an officer desires to receive a reply by telegraph he must pay for the reply himself. Telegrams, on private matters, will not be replied to by wire unless prepayment has been made.

G. I. O. No. 520,
dated 15th April
1900.

217. State messages may be classed as "express" or "ordinary." As a general rule State telegrams should be sent in the "ordinary" class and messages should be classed as "express" only—

- (a) in cases of great emergency, and
- (b) in cases when the despatching officer knows that the line is blocked, and considers his message sufficiently important to take precedence of ordinary traffic.

218. It is desirable that telegrams should be as short as possible; and in enforcing the reasonable and economical use of the telegraph system and in preventing its abuse, the three things to be specially guarded against are—

- (a) the sending of “express” telegrams in cases not of great urgency,
- (b) undue prolixity in messages, and
- (c) the sending of a telegram when a letter would serve the same purpose.

219. The *Indian Telegraph Guide* can be obtained from Government Telegraph Offices on cash payment by those requiring it.

Books of telegram forms required for official use may be obtained free of charge from the Superintendent Government Printing, Calcutta, under sanction of the Surveyor General.

220. The Map Record and Issue Office, Calcutta, is the office of stock and issue of all the publications of the department with the exception of the Great Trigonometrical volumes, the Synoptical volumes, and the levelling pamphlets, which are stocked and issued by the Trigonometrical Survey Office at Dehra Dūn.

Requisitions for the different publications should be addressed to the Superintendent, Map Publication, or to the Superintendent of the Trigonometrical Survey, as the case may be.

221. All official books, maps and other records being the property of the State, must be carefully preserved, unless their destruction be sanctioned by proper authority.

Acquittance roll books, or files of three years' periods when filled up and no longer required, should be sent for custody to the head-quarters office.

222. All official documents are in a sense private and can only be dealt with on the responsibility of the individual who is in charge of them. Access to official records is only permitted to those entrusted with the duties of the office or department to which they belong, and these records are not to be made public, or communicated to persons unconnected with such offices or departments without the sanction of the authorities concerned.

223. (a) Documents, etc., marked “confidential” are of a privileged nature. The contents are only to be disclosed to authorized persons or in the interests of the public service.

(b) Documents, etc., marked “secret” are intended only for the personal information of the individual to whom they are officially entrusted, and their contents are only to be disclosed to those whose duties require that they should know them. They must be kept in the personal custody of the recipient and under lock and key.

(c) All letters of a confidential or secret nature are to be marked “confidential” or “secret” as the case may be. Such letters should be enclosed in two envelopes, of which only the inner one should be marked

pt. of R. and A.
No. 1908-325—
dated 2nd
September 1909.
t. 50(4), C. A.

M. No. 11,
dated 10th
April 1913.

C. O. No. 229
(Adm.), dated
16th September
1904.

"confidential" or "secret" and the outer one should be inscribed with the official address only.

(d) In the case of a secret document of any description, the name of the officer for whom it is intended should be given in the inner cover, and he alone should open it.

(e) Confidential documents should be similarly treated, but the inner cover should then be addressed to the officer for whom it is intended or "next senior officer."

(f) No confidential or secret document, etc., is to be referred to in any letter, catalogue, or publication which is not itself a confidential or secret document.

(g) The above rules apply also to all maps, plans, etc., which have been, or are likely to be declared confidential or secret, such as certain maps while under publication and before classification.

224. When transmitting records to be lodged in the head-quarters office, the original field plans and the fair maps prepared from them must never be sent together; the despatch of one set of these records should be delayed until information can be received of the safe arrival of the other. In like manner the field books and the computations must always be sent separately. Executive officers should sign all original records prepared under them before submitting the same to the head-quarters offices, but if for any reason this could not be done, they should in that case be signed by the executive officer who despatches them and he will be held responsible for their completeness.

225. All maps and records are to be transmitted to the head-quarters office, carefully packed in double tin cases enclosed in an outer case of wood, the transit expenses being defrayed by the despatching officer. The addresses should be legibly written or printed on the packages themselves with an entry in the left hand bottom corner showing the number of the party or the name of the office from which the packages have been despatched. In cases of insured packages the further precaution should be taken of binding the cases with iron bands, or strong cords.

226. Instances having occurred of the danger and risk of transporting the whole work of a season from place to place, without placing such valuable records under the immediate charge of a European assistant, and frequently also from the common practice of keeping lights burning the whole night in office tents, officers in charge of survey establishments are cautioned against the fatal consequences attending such remissness and want of ordinary precaution, and are warned that in every instance of such negligence being brought to notice, the responsibility of all losses arising therefrom will devolve upon themselves.

It is the special duty of executive officers to observe every precaution in the carriage of all Government property and survey records when conveyed by boat on or across broad and dangerous rivers. Such boats should be accompanied by the executive officer or his assistants, who should invariably secure the best anchorage, and personally provide all

other means for the safety of the boats. The original and duplicate copies of the same record must never be risked in the same boat.

227. In binding books, or on any occasion when paste is required to be used, a small quantity of "Blue Vitriol" or "*Nila Tutea*" should be mixed with it as a protection against insects.

Section 2.—Periodical Returns.

228. Care should be taken to prepare returns in the proper form and to submit them punctually. If delay is unavoidable, a report of the circumstances should be made to the administrative officer, explaining the cause, and stating when the return may be expected.

229. The following is a list of all periodical returns with the dates on which they should be submitted by executive officers, etc. :—

No. of form.		Nature of returns.	To whom sent.	When to be submitted.	Remarks.
Old No.	New No.				
MONTHLY.					
O. 17	O. 10	Salary bills of gazetted officers and Sub-Assistant Superintendents.	Treasury Officer	On first of each month.	Permanent and temporary establishment on separate bills.
O. 19	O. 11	Salary bills of permanent and temporary establishments.			
O. 20	O. 13	Statement of leave of absence.			
O. 51	O. 19	Change statements (in duplicate).			
O. 51a	O. 20	Adjustment statement of pay.			
	O. 7a	Adjustment statement of daily rates.	Administrative Officer.	Not later than the 5th of each month.	
	O. 7b	Adjustment statement of travelling allowance.			
	O. 7c	List of permanent contingent advances.			
...	...	Expense statement.			
O. 2	O. 6	Travelling allowance for gazetted officers with vouchers.			
O. 14	O. 25	Travelling allowance for establishments.			
O. 14a	O. 24	Contingent bills with vouchers.			
O. 6	O. 30	Abstract classification of contingent charges.			
O. 8	O. 32				

No. of form.		Nature of returns.	To whom sent.	When to be submitted.	Remarks.
Old No.	New No.				
		MONTHLY—contd.			
O. 72	O. 46	Budget memorandum of travelling allowances.	Administrative Officer.	Not later than the 5th of each month.	
		Budget memo. (professional).			
O. 71	O. 83	Return of mapping (Topographical).			
O. 48	O. 80	Return of field work (Topographical).			
...	O. 45	Progress Report ...			
		Progress Report of the Calcutta Drawing Office.			
		Progress Report of the Calcutta Photo.-Litho. Office.			
		Distribution Return of Royal Engineer officers.			
		List of Tide Tables for cash or on book debit (from officer in charge No. 16 Party).			
		QUARTERLY.			
O. 3	O. 2	Requisition for funds	Administrative Officer.	1st March, June, September and December.	
O. 10E	O. 6E	Estimate of monthly expenditure.		1st June, September and December.	
O. 33	O. 63	Return of sub-assistant surgeons.*		25th March, June, September and December.	
O. 86	O. 49	Return of estimated and actual expenditure.		1st January, April, July and October.	

* "Nil" return to be submitted if there is no sub-assistant surgeon.

Chap. II.]

Periodical Returns.

[Sec. 2.]

No. of form.		Nature of returns.	To whom sent.	When to be submitted.	Remarks.
Old No.	New No.				
		<p>QUARTERLY—<i>contd.</i></p> <p>Statement showing the progress of work on degree sheets (from Circle Superintendents).</p> <p>List of maps published (from Officer in charge Map Record and Issue Office).</p> <p>General list of the more important maps published (from Officer in charge Map Record and Issue Office).</p>	Superintendent, Map Publication Office.	30th March, June, September and December. 15th January, April, July and October.	
O. 61	O. 87	<p>HALF-YEARLY.</p> <p>Distribution of charges for different description of survey.</p>		To reach Calcutta 1st April and 1st October (with annual report).	
		Requisition for permanent contingent advance for field and recess seasons respectively.	Administrative Officer.	Two months before close of recess and field seasons.	
I. O. F. P. 1.	I. O. F. P. 1. }	Indent for office and professional forms.		1st June and October.	
		List of officers (Green List) corrected to 1st July and 1st January.		15th May and November.	
O. 70	O. 72	Statement showing permanent and temporary establishments.		- Ditto.	
	Army Forms A-42, A-43, A-44. }	Register of births, deaths and marriages of R. E. officers.	Surveyor General.	To reach Calcutta by 30th June and 31st December.	"Nil" return to be submitted if there are no domestic occurrences.
		ANNUAL.			
		Application for continuance of local allowance during next financial year.	Administrative Officer.	15th February.	

No. of form.		Nature of returns.	To whom sent.	When to be submitted.	Remarks.
Old No.	New No.				
		ANNUAL— <i>contd.</i>			
...	...	Application for sanction of office rent for the next financial year.	Administrative Officer.	15th February.	
O. 30	O. 75	Report on a soldier surveyor completing his 2nd or 5th field season.		At least one month before the close of field season.	
...	...	Application for permission to return to recess quarters.		Ditto.	
O. 65	O. 71	Statement of recess strength.		Ditto.	
O. 46	O. 79	Progress report for the field season with index map (Topographical parties).		Close of field season.	
O. 35	O. 65	Report on the examination of instruments.	Officer in charge Mathematical Instrument Office.	Ditto.	
...	A.	Indent for instruments.		Ditto.	
...	...	Form of deposit for instruments.			
P. 80	O. 139	Report on condition and repair of Great Trigonometrical stations.	Superintendent, Trigonometrical Survey through Administrative Officer.	Ditto.	
...	...	History of services of officers (Green List) corrected to 1st July.	Administrative Officer.	15th May.	
C. I. T.	A.	Detailed statement of establishment.		Ditto.	
C. I. T.	B.	Abstract of establishment.		Ditto.	
...	...	Annual indent for drawing paper.		Ditto.	
...	...	Annual indent for type.		Ditto.	
...	...	Programme of survey operations for two field seasons.		1st June.	
O. 36	O. 66	Return of instruments, books, office furniture and equipment.		Ditto.	

No. of form.		Nature of returns.	To whom sent.	When to be submitted.	Remarks.
Old No.	New No.				
		ANNUAL— <i>contd.</i>			
...	..	Statement of actual sales of maps.	Superintendent, Map Publication Office.	To reach Officer in charge Surveyor General's Office, 1st June.	
I. A. F.	M. 1216	Indent for medicines	Director General, Indian Medical Service.	Not later than 15th June.	
...		Index map showing the progress of the field work for the General Report (Circle Superintendents).	Superintendent, Map Publication Office.	15th June.	
O. 30 b	O. 76	Trans-Frontier qualification report of surveyors.	Administrative Officer.	Ditto.	
...	..	Reports on Forest Survey operations.		Ditto.	
O. 30 a	O. 62	Recommendations relating to the classification, transfer to the permanent establishment, promotion from one class to another, grant of increment, etc., of the Lower Subordinate Service.		1st July.	
O. 30	O. 75	Qualification reports of surveyors.		Ditto.	
...	...	Brief report for Local Governments on the survey operations carried out during the past field season.		Ditto.	
...	...	Indent for stores required from England.		Ditto.	
...	..	Application for sanction to purchase tents and warm clothing.		15th July.	
...	...	Return of expenditure on European stores purchased, in India (S.T.S., O.C.D.O., E.O., P.L.O. and M.I.O.)		To reach Officer in charge Surveyor General's Office on 1st August.	
O. 68	O. 61	Requisition for sub-assistant surgeons.		1st August.	
O. 31	O. 43	Budget Estimate		Ditto.	

Chap. II.]

Periodical Returns.

[Sec. 2.]

No. of form.		Nature of returns	To whom sent.	When to be submitted.	Remarks.
Old No.	New No				
		ANNUAL— <i>concl'd.</i>			
	...	Abstract Estimate of value of stores required from England for annual forecast (Supdt., Map Publication Office, and Officers in charge Engraving Office and Photo-Litho Office, Officer in charge Surveyor General's Office and Officers in charge of parties).	Through Administrative Officer.	15th August.	
...	..	List of books and periodical publications required during the ensuing year.	Administrative Officer.	1st September.	
...	...	Application for permission to take the field.		15th September.	
O. 32	O. 44	Revised Estimate		1st October.	
		ANNUAL REPORT WITH PRÉCIS.			
O. 56	O. 84	Detail of Triangulation	Administrative Officer.	1st October.	
O. 57	O. 85	„ of Topography			
O. 58	O. 86	„ of Traversing			
O. 61	O. 87	Distribution of charges and cost rate of work.			
O. 61a	O. 88	Distribution of charges for different descriptions of survey			
O. 46	O. 79	Progress report for the field season (with Index map).	Administrative Officer.	1st October.	
...	...	Report of the examination on hand-books.			
..	...	Report that all hand-books have been corrected up to date.			
...	...	Report that service books have been kept up to date and duly signed.			
		GENERAL REPORT.			
Gen. Rep.	4	Disposition of officers	Administrative Officer (with Annual Report).	1st October.	
Do.	5	Topographical Survey			
Do	6	Progress of Topographical Surveys.			

No. of form.		Nature of returns.	To whom sent.	When to be submitted.	Remarks.
Old No.	New No.				
		RECORD VOLUME.			
Rec. Vol.	1	Outturns of detail survey.	Administrative Officer (with Annual Report).	1st October.	
Do.	2	Details of triangulation and traversing.			
Do.	3	Cost rates of survey.			
...	...	List of ministerial officers.	Administrative Officer.	1st November.	
Stationery I.	Form	Annual indent for stationery		1st December.	
Stationery I. A.	Form	Annual supplementary indent for stationery.		Once in a year if absolutely necessary.	
I. A. F. I. 1122		Confidential report on sub-assistant surgeons.		1st December.	
A. F. B. 194		Confidential report on Royal Engineer Officers		15th December.	
O. 22	O. 15	Recommendations for an increment to an officer of the Provincial Service.	Administrative Officer.	Two months before the increment is due.	
O. 22a	O. 16	Recommendations for an increment to an officer of the Provincial and Upper Subordinate Services.		Ditto.	
...	...	Report on a probationer of the Provincial and Upper Subordinate Services.		Two months before the completion of each year's service.	
...	...	Report on a pupil		Two months before his training is completed.	
O. 24	O. 89	Application for leave		One month before the date of commencement in case of privilege leave and three months in case of long leave.	
O. 52a	O. 99	Statement of service with service book for verification.		Six months before an officer retires.	
O. 78	O. 29	Application for sanction of railway fares to Lower Subordinates and menials.		Immediately after expenditure has been incurred.	

Chap. II.]

Sub-Assistant Surgeons and Medicines.

[Sec. 3.

No. of form.		Nature of returns.	To whom sent.	When to be submitted.	Remarks.
Old No.	New No.				
..	...	Application for sanction for advance to purchase a horse.	Administrative Officer.	Two months before the horse is required.	
	...	Application for sanction for conveyance of horses by rail.		One month before the date of the journey.	

Section 3.—Sub-Assistant Surgeons and Medicines.

C. O. No. 211
(Adm.), dated
8th December
1903.

230. (a) Applications for the services of sub-assistant surgeons should be submitted by executive officers in the prescribed form which can be obtained on application to the Surveyor General's Office, so as to reach their administrative officers by the 1st August of each year.

(b) The applications for each circle should be collected and forwarded to the Surveyor General's Office so as to reach it by the 15th August.

(c) On receipt of the applications from all circles a consolidated return will be prepared in the Surveyor General's Office and forwarded to the Director-General, Indian Medical Service.

G. I. O. No. 115,
dated 27th April
1887.

G. I. O. No. 245,
dated 13th
February 1896

231. Confidential reports on all sub-assistant surgeons on India Army Form I-1122, should be submitted annually on the 20th December for transmission to the Director-General, Indian Medical Service.

G. I. O. No. 269,
dated 31st May
1897.

G. I. O. No. 325,
dated 31st
August 1899.

232. On the transfer of a military sub-assistant surgeon from one appointment to another, a transfer return on India Army Form Z-2039 together with a confidential report on India Army Form I-1122 prepared up to date of transfer, is required for the information of the officer under whom the medical subordinate is transferred for duty.

The above documents should invariably be submitted to the Director-General, Indian Medical Service, when a sub-assistant surgeon is transferred from the Survey Department.

C. O. No. 252
(Adm.), dated
9th April 1906

233. Military sub-assistant surgeons on reverting from temporary duty with the Survey of India should be directed to report themselves to the senior medical officer of the station from which they are transferred.

G. I. O. No. 107,
dated 15th July
1886.

234. A quarterly return of all sub-assistant surgeons on form O. 63 is required to be furnished to administrative officers, so as to reach their offices not later than the 5th of the last month of each quarter for transmission to the Surveyor General, in whose office a consolidated return will be prepared for submission to the Director-General, Indian Medical Service.

The returns for each circle should be collected and forwarded to the Surveyor General's Office.

C. O. No. 4
(Adm.), dated
4th September
1878.

235. All leave of absence granted to medical subordinates showing dates of departure and return should be duly reported to the Principal Medical Officer of the province to which the subordinate belongs, by the officer under whom he is serving.

D. O. No. 293,
dated 30th
September 1872.

236. Officers in charge of parties should invariably apply for the services of a medical officer, either civil or military, as a member of any committee convened for the purpose of condemning as unserviceable hospital equipment and medical stores allowed for survey parties.

C. O. No. 96
(Adm.), dated
5th April 1890.

237. Executive officers must report any losses or deficiencies in the medical equipment of their party at the time that they occur. Sub-assistant surgeons, when they receive or make over charge, must bring to notice at the time any losses or deficiencies that may not have been previously reported.

G. I. O. No. 107,
dated 15th July
1886.

G. I. O. No. 109,
dated 6th
September 1886.

C. O. No. 69
(Adm.), dated
22nd October
1886.

G. I. O. No. 164,
dated 14th
February 1890.

G. I. O. No. 183,
dated 6th June
1892.

C. O. No. 163
(Adm.), dated
4th November
1898.

238 (a) Indents for medicines etc., are required to be submitted direct by executive officers to the Director-General, Indian Medical Service, for countersignature not later than the 15th June in each year, in duplicate, together with the following information :—

- (i) Total strength of party, giving the number of Europeans and Indians.
- (ii) The number and strength of the detached camps.
- (iii) The district in which work will be carried on, with notes as to the nature of the country and previous experience (if any) of the amount and nature of sickness which may be expected.
- (iv) Duration of field season.
- (v) Whether there will be a sub-assistant surgeon with the party, and what daily number of sick may be expected.

C. O. No. 253
(Adm.), dated
27th June 1906.

(b) Officers in charge of parties must warn their sub-assistant surgeons that they are personally responsible for the accuracy of, and necessity for, all demands made, and direct them to submit their annual indents in person to the civil surgeon with all the information necessary to guide him in checking the party indent.

(c) Officers in charge of parties should arrange in direct communication with civil surgeons the date and hours on which they can arrange to see the sub-assistant surgeons.

(d) Officers before going into the field should find out the classes of disease that are prevalent in the district, and supply this information to their sub-assistant surgeons in order that they may be better capable of judging their requirements, but they should be warned that they will be held responsible for demanding unnecessarily large quantities of any medicine and more particularly that they should not indent for such as they know will seldom or never be used, merely because they happen to be listed.

C. O. No. 273
(Adm.), dated
23rd February
1909.

C. O. No. 25
(Adm.), dated
31st October
1881.

(e) All demands for medical stores must be restricted to the articles included in the equipment list for Medical Store Depôts, 1908.

239. European medicines should not be used for surveyors, and other members of the Indian establishments of a survey party, when Indian medicines having the same efficacious results can be administered to them. European medicines may, however, be given in cases in which they are absolutely needed.

G. I. O. No. 167,
dated 27th May
1890.

240. A return of surgical instruments in hand on 1st April is to be submitted annually to the Director-General, Indian Medical Service.

G. I. O. No. 163,
dated 14th
February 1890.

241. Executive officers returning stores to a Medical Store Depôt, whether medicines, instruments, or appliances, or stores of any description, must furnish the Medical Store-keeper with a copy of receipt voucher (India Army Forms M. 1220 and M. 1221) and with two copies of the delivery voucher. These forms, which are supplied gratis and are obtainable from the Contractor for Printing Government of India Stock Forms, Calcutta, should be duly filled in, in strict accordance with the printed instructions noted on the forms, and delivery vouchers signed by the officer returning the stores.

G. I. O. No. 577,
dated 19th July
1911.

Medicine boxes, to be fitted up for use in the field in the case of parties to which a whole-time sub-assistant surgeon is not attached, should be sent to the nearest Government Medical Store Depôt where they will be fitted up free of charge.

G. I. O.
No. 577, dated
19th July 1911.

242. When khalsis are enlisted for survey parties in places where no sub-assistant surgeon attached to the Survey of India is available, they should be sent for medical examination to the nearest Government medical officer, who will examine them free of charge.

Section 4.—Stationery, Office and Professional Forms.

C. O. No. 331
(Adm.), dated
1st March 1913.
Controller of
Stationery's
letter No. 2688-
Ind., dated 16th
July 1913.

243. (a) The supply of stationery to the Survey of India is based on a system of money allotment.

(b) The Controller of Printing, Stationery and Stamps has allotted a sum of Rs. 30,000 only for the supply of all articles of stationery for the whole department in any one year. The Surveyor General has distributed the amount among all the parties and offices. The total value of the annual stationery indent submitted by any party or office must not therefore exceed the amount of its allotment.

(c) Arrangements have been made with the Controller of Printing, Stationery and Stamps, that the supplies of stationery shall be despatched from his office before 31st March, provided the indents reach his office on or before the 1st February.

(d) To ensure this, officers in charge of parties and office should submit their annual stationery indents on Stationery form I, so as to reach their administrative officers by the 1st December.

(e) Administrative officers should carefully check all indents on receipt to see that the total cost of each does not exceed the amount of allotment, and should then forward them with their own office indents to the officer in charge, Surveyor General's Office, so as to reach him before the 15th January.

(f) All indents received in the Surveyor General's office on or before the 15th January will be despatched, after approval by the Surveyor General, so as to reach the Controller of Printing, Stationery and Stamps, before 1st February.

(g) Any delay in the submission of indents will cause delay in compliance by the Stationery Office, as the stationery stores are closed during the first half of April for stock-taking.

244. The attention of all officers is directed to the following points in the preparation and checking of the annual indents :—

(a) The address to which the articles indented for are to be despatched by the Stationery Office, the date and the mode of despatch and the details of sanctioned establishments using stationery should be carefully filled in on the first page of the indent form. Columns 3, 4 and 5 should be filled in, the rate in column 4 being obtained from the latest stationery price list. The total value of articles indented for should be shown in column 5.

(b) Column 6 of the indent form "Quantity allowed by consolidating officer" should be completed by the administrative officer.

(c) Officers indenting for typewriters must furnish the following information :—

(i) Strength of the clerical staff.

(ii) Average number of letters issued daily.

(iii) Number of typewriters already in use.

(iv) Number of competent typists employed.

(d) Officers indenting for duplicators must first obtain the sanction of the Surveyor General and attach a copy thereof to their indent.

245.(a) Indenting officers are responsible that their indents are correctly drawn up and are as complete as possible within the sanctioned allotment.

If, however, any unexpected demand arises, a supplementary indent may be submitted at any time on stationery form I-A provided the cost involved can be met from the allotment at the disposal of the indenting officer or of his administrative officer.

(b) The instructions given in para. 244 also apply to the preparation and checking of a supplementary indent.

(c) Should the total value of a supplementary indent cause the allotment for the year at the disposal of the party or office to be exceeded then the indenting officer must give a full explanation of the necessity of his demand in a covering letter addressed to his administrative officer.

246. Receipts for stationery are to be forwarded direct to the Superintendent of Stationery.

247. A list of objections ordinarily taken by the Calcutta Stationery Office in dealing with indents is given in Appendix 9 and should be carefully read before preparing the indents.

App. BBBB (f)
C. A. C. and
Dept. of R.
& A., No 493-
130-1, dated 21st
February 1908.

248. (a) Local purchases of stationery (including rubber stamps) usually supplied by the Stationery Office are not admissible but the Surveyor General may, when necessary, sanction petty local purchases up to a limit of Rs. 20 in each case.

Dept. of R. and
A., No 1279-150-
6, dated 20th
June 1907, and
C. I. T's No.
T. C. 1552, dated
12th March
1910.

(b) The Surveyor General has also the power to sanction the local purchase of articles of stationery not usually supplied by the Stationery Office subject only to the condition that should the articles happen to be of European manufacture the conditions of article 98 (k) of the Civil Account Code, must be observed.

(c) No charges except for country stationery are to be made in contingent bills without the previous sanction of the Surveyor General having been obtained.

Supdt. of
Stationery's No.
2000 of January
1861.

249. Treasury receipts for the proceeds realized by sale of stationery packing cases should be attached to the account current, in which the amount should appear on both sides.

C. O. No. 57.1
(Adm), dated
24th August
1886.

250. (a) *Forms*.—Indents should be submitted through administrative officers by the 1st June and 1st October of each year for professional and office forms required for the ensuing field and recess seasons, respectively, the number of each kind being indented for with reference to the balance of the last supply.

C. O. No. 323,
(Adm) dated
28th June 1912.

(b) Indents for all office forms should be addressed to the Officer in Charge, Surveyor General's Office, Calcutta, through administrative officers and indents for all professional forms which are enumerated in Indent form P. 1 and for the five special forms (O. 1 Δ, O. 1 Δa, O. 1 Δb, O. 1 Δc, O. 2 Δ) used by the Trigonometrical Branch, enumerated in the "Indent for Office Forms" should be addressed to the Superintendent of the Trigonometrical Survey, Dehra Dun.

251. Supplementary indents can be submitted for small supplies of forms urgently required. Executive officers should be careful that forms are not in any way wasted by the members of their establishments, or exposed to the influence of damp or otherwise rendered unserviceable.

252. Charges for printing forms at private presses are irregular. They cannot be admitted without the special sanction of the Government. Executive officers should estimate their requirements in time to prevent inconvenience arising, and should have their forms printed at the nearest Government printing press, the charges for which are adjustable departmentally.

C. O. No 270
(Adm), dated
6th January
1909.

253. Separate indents for drawing paper and type for the following year's requirements should be submitted to the Superintendent, Map Publication, by the 10th June each year.

Section 5.—Elephants.

254. Every attention should be paid to maintain the efficiency, at the smallest expense of elephants attached to survey parties; fodder in many districts where it is abundant can be procured free of all cost. Elephants should have perfect rest during the recess season.

G. O. No 213,
dated 3rd May
1894.
Art 999, C. S. R.

255 Whenever it becomes necessary to use Government elephants for the carriage of private property or for private purposes, the expenses of the animals so employed must be defrayed by the person using them; and should be credited by the officer in charge in the monthly contingent bill, who will attach thereto the following certificate, *viz.* :—

“I declare upon honour that the elephants belonging to this party have been used for *bona fide* Government purposes, and for no other, except on the dates accounted for in this bill as having been taken for private use ”

R. & A Dept.,
No. 596 C, dated
21st February
1912.

256. The Surveyor General has authority to sanction the purchase of elephants within a limit of Rs. 2,500 for each animal; any increase beyond that amount requires the special sanction of Government.

D. O No, 221,
dated 21st
April 1870.
D. O. No. 61,
dated 21st April
1870.

257. Annual returns should be submitted punctually to the administrative officer not later than 1st April in form O. 64. In the column of remarks should be entered the condition of each animal and the state of the gear.

Section 6.—Establishment Returns.

C. Os. No, 7
(Adm.), dated
5th December
1878, No. 22
(Adm.), dated
30th June 1881,
and No. 74
(Adm.), dated
10th March 1887.
C. O. No. 128
(Adm.), dated
24th October
1894.

258. (a) Annual returns of establishments should be submitted on form C. I. T. No. 1, A., by executive officers so as to reach the administrative officer not later than the 15th of May each year in order to allow of sufficient time for their check and punctual transmission to the office of the Comptroller, India Treasuries.

(b) Form “A” should include a detailed nominal roll of all temporary surveyors, clerks, etc., as well as the total strength and cost of any temporary menial establishment.

(c) The date to be entered under the heading “Appointment to present post” in form “A” is in the case of officers of inferior service, the date of first appointment to Government service whether permanent or temporary. In the case of ministerial officers of superior service the date is that of their first appointment, temporary or permanent, to superior service whether previously in inferior service or not. In the case of officers of the Imperial or Provincial Service, the date is that of their permanent appointment to the grade in which they are serving.

C. O. No. 305
(Adm.), dated
24th October
1910.

(d) Names of all sweepers who hold pensionable posts, even though their pay is drawn in contingent bills, should be included in the annual establishment returns, the names of all others being omitted.

Section 7.—Statement of Recess Strength.

Br. Order No. 54-
Topl, dated 2nd
September 1887.
C. O. No. 184
(Adm.), dated
17th January
1900.

259. Previous sanction must be obtained for the establishment which is to be retained during the recess season. A statement of proposed strength of surveyors, etc., on form O. 71 is to be submitted in sufficient time to reach the administrative officer at least one month before the termination of the field season, and the recess strength must be carefully considered with regard to absolute requirements. Sub-assistant surgeons should not be retained during the recess without sanction, as at many recess quarters one sub-assistant surgeon will suffice for the medical treatment of two or more survey parties.

C. M. No. 3704,
dated 29th Nov-
ember 1906.

260. During the recess season no chaprasis nor khalasis are to be employed as personal orderlies, except by the officer in charge of a party.

Section 8.—Progress Reports and Future Programme.

261. The results of all officers' personal comparisons and inspections of the field and office work, and what portion of the work whether in field or office, has been done by each and so inspected and examined, should be distinctly and fully stated on the back of the monthly returns

G. I. O. No. 73,
dated 1st
September 1884.

262. The programme of work of the following season should be submitted so as to reach the administrative officer not later than 1st June. It should show in sufficient detail the work proposed to be undertaken during the ensuing field season, such as triangulation, traversing, detail survey on various scales, with a forecast for the following season. The orders conveying sanction for the work should be quoted, and an index map furnished illustrating the locality.

263. A return of the season's approximate outturn on form O 79 accompanied by an index map to illustrate the season's operations, should be submitted to the administrative officer at the end of the field season.

Section 9.—Instruments.

C. O. No. 310
(Adm.), dated
31st January
1911.

264. Executive officers are required to furnish the administrative officer annually with complete returns on form O. 66 showing the instruments, etc. in use, on 1st June (*vide* para. 274).

265. Executive officers before submitting these returns, should fully satisfy themselves that all the articles enumerated are actually forthcoming. Stock should be taken at least once annually, and all discrepancies immediately made known. The value of the articles missing or destroyed through carelessness or neglect, should be made good by the individuals offending; and the circumstances attending the loss of others which, it is desired, should be written off to "profit and loss" must be fully reported.

266. The rules and regulations and the price list of the Mathematical Instrument Office can be obtained on application. When instruments, etc., are issued or returned after repair by the Mathematical Instrument Office the invoice in triplicate will be sent to the officer concerned, the original copy should be signed and returned at once direct to the Mathematical Instrument Office, the duplicate copy should be signed and transmitted to the administrative officer to enable him to check the yearly increase and decrease statements, and the triplicate copy should be retained as an office copy.

When instruments, etc., are received in the Mathematical Instrument Office as "no longer required" a copy of the valuation statement will be sent direct to the officer concerned and another copy will be sent to the administrative officer with the monthly credit statement

267. When instruments are considered unserviceable by an officer a survey should be held on them by a committee of officers, whose report on form O. 70 should be forwarded to the officer in charge Mathematical Instrument Office, for instructions as to their disposal.

268. Officers in charge of parties should thoroughly examine their instrumental equipment immediately after the conclusion of field duties. Such instruments as are generally kept in stock in the Mathematical Instrument Office, should not be sent to that office "for repairs" but any which require repairing should be sent for deposit as "no longer required" and indents will be submitted for fresh instruments to replace them. Exceptions may be made in special cases such as when an officer wishes to again use any particular instrument that he knows well and has got accustomed to. Such instruments as may be deemed unserviceable, or no longer required should also be returned to the Mathematical Instrument Office. At the same time officers should consider their future wants, and submit an indent for any articles required, for the approval and countersignature of the administrative officer. There must be no delay in the submission of the indents for new articles, in order that the instrumental equipment may be perfectly complete before the return of the field season.

269. A report on the state of each theodolite and level will be made, and signed by the officer in charge on form O. 65 and submitted to the head-quarters office as soon as possible after the close of the field season. Each camp officer will be responsible for the report on the instruments issued to his men, and submit his report to the officer in charge, who will compile his general report from these separate returns.

270. The greatest care is to be observed in packing the instruments sent for repair or returned to store. Theodolites must be well clamped before being put in their boxes; and padded with rolls of tow or cotton, in paper to keep them firmly in their places.

271. Each package of a consignment of instruments, etc., despatched to the Mathematical Instrument Office should bear the address of the consignor with a distinctive mark and also a serial number, which should be given to each package of such consignment. This information

C. O. No. 330
(Adm.), dated
25th February
1913.

C. O. No. 310
(Adm.), dated
31st January
1911.

R. & A. Dept.
No. 596-C, dated
21st February
1912.

should be recorded on railway receipts or bills of lading. Every package should contain a packing note giving a full list of the contents, and the address of the consignor.

272. The following note on the packing of instruments when being sent to store and on the regular cleaning of instruments when in use, will be found instructive :—

Instruments returned to store generally show signs of injury through bad packing. Sometimes the foot screws, being left too far out have rested on the bottom of the box during transit with the lid jammed too hard on the telescope. In consequence the foot screws have been bent and the bearings for the trunnions injured.

Sometimes the reading microscope and eye-piece, not having been screwed home, have shaken out during transit and caused injury to the glasses and scratches on the circle. Great damage is often done by the plummet, which, through its support in the box having given way, or for some other reason has been suffered to roll about inside during transit. Broken bubbles and bruised circles are very often attributable to nothing else but a loose plummet. Occasionally loose screws, nails and pins (levers) are found in the boxes of theodolites returned to store. They had, it is supposed, been put there for temporary purposes and accidentally left. It cannot be too strongly recommended that all theodolites returned to store should be packed carefully with no screws jamming against the bottom or sides, with all the extras in their places, with screws and clamps tightened up, and with the additional precaution of padded paper all round the instrument.

The experience of the Mathematical Instrument Office is that theodolites do not show signs of ill use so much as neglect. They have been left alone when they ought to have been attended to. For instance the instrument has worked stiffly; instead of overhauling it at once, it has been worked in its bad condition. Nothing else can account for the guttered axes, the worn screws, and the burred limbs.

273. All instruments should be placed during the recess season in a well ventilated store-room on elevated racks, the screws fixing the head pieces of theodolites and plane-table stands to the legs should be loosened so as to give play for the swelling of the wood during the rainy season.

Section 10.—Books, Office Furniture and Camp Equipment.

O. O. No. 179
(Adm.), dated
4th August 1899.
C. O. No. 310
(Adm.), dated
31st January
1911.

274. A return, called the return of instruments, books, office furniture and equipment, is to be submitted on form O. 66 annually on 1st June. Publications of the following nature should be omitted from this return :—

General Reports of the Survey of India.	Telegraph Guides.
Administration Reports.	Postal Guides.
Lists of Officers of the Survey of India.	Army Lists.
Lists of Ministerial Officers of the Survey of India.	Civil Lists.
Survey of India Notes.	Thacker's Indian
Railway Guides.	Directory.
	Etc., etc.

275. Packing cases received from the Mathematical Instrument Office, if retained for the protection of stores, should be brought on the equipment return. Those that may not be required should be sold by public auction and the proceeds lodged in the nearest treasury.

C. O. No. 105
(Adm.), dated
19th November
1891.

276. All camp equipment and other Government property which is considered unserviceable must, in the first instance, be condemned by a committee to be assembled with the sanction of the administrative officer and their report with recommendations on form O. 70 should be forwarded to him for instructions as to the action to be taken.

277. All condemned articles, other than those received from the Mathematical Instrument Office, are to be sold by public auction to the highest bidder and the sale-proceeds lodged in the nearest treasury to the credit of Government. The committee's report and auctioneer's account are to be sent to the administrative officer for record, and the treasury officer's receipt attached to the account current in which the sale-proceeds are credited.

The officer in charge of the party or office concerned should himself arrange with the senior survey officer in the station to form a committee to report on the articles deemed unserviceable. The officer in charge may be a member but should not be the president of such a committee, which need not necessarily be composed of Imperial Officers.

C. O. No. 162
(Adm.), dated
10th September
1898.

278. A register on form O 69 showing dates of purchase, repair, etc., of every tent, should be kept up in every survey party, and tents should be stamped at the time of purchase by means of printing ink and stencil plates.

279. Except by the undermentioned officers and within the limits noted against each, no books, newspapers or other periodicals may be bought without the previous sanction of the Surveyor General:—

- | | |
|---|--------------------------------|
| (i) All Superintendents of Topographical Circles up to a limit of Rs. 150 per annum | } Each up to Rs.
500 a year |
| (ii) Superintendent of the Trigonometrical Survey. | |
| (iii) Officer in charge of the Surveyor General's Office. | |
| (iv) Superintendent in charge of the Reproducing Offices (Superintendent, Map Publication). | |

Arrangements for the supply of newspapers, books and periodicals should be made direct with the agents or publishers.

C. and I. Resolution No. 6802-6848-63, dated 20th July 1908. Home Dept. letter No. 2527, dated 23rd June 1910, to the Supdt. Govt. Printing, India.

280. Official publications, such as the Civil Lists, the Code of the Finance or Public Works Department, the Army Lists, the Gazette of India, etc., should be obtained direct from the presses, book depôts or publishing departments which stock them.

Section 11—Qualification Reports of Surveyors, etc.

C. O. No. 67
(Adm.), dated 7th
June 1886.
C. O. No. 155
(Adm.), dated
22nd October
1897.
C. M. No. 3575,
dated 17th
November 1897.
C. O. No. 152
(Adm.), dated
14th August 1897.

281.(a) A qualification roll (form O. 75) of all surveyors, etc., on the temporary as well as those of the permanent establishment should be submitted annually to head-quarters on 1st July, a copy being kept by the officer in charge, in which alterations, if necessary, should be made annually for each individual, in respect to whether he has progressed in professional knowledge or otherwise.

(b) Under the heading "date of first appointment" enter that of first appointment in superior qualifying service as defined in Articles 358 and 396 of the Civil Service Regulations. The same date is to be entered in form O. 62 of para. 283 (a).

C. O. No. 241
(Adm.), dated
21st February
1905.

(c) A qualification report (form O. 76) on all surveyors who are qualified for independent exploration surveys and who are referred to in para. 142, should be submitted annually to the Surveyor General on 1st July. The report will give the trans-frontier qualifications of the men, and should also record what progress they are making.

C. M. No. 32,
dated 11th
December 1913.

282. Officers in charge of parties or offices should on or about the 1st of October of each year, make a note about the work undertaken during the past survey year by all Lower Subordinates serving under them. A short report on form O. 146 of two or three lines will usually suffice. Only the reports of one Lower Subordinate should be entered on the same page and the pages should be detachable so that if a lower subordinate is transferred, his record of work may be sent to the officer in charge of the party or office to which he is transferred.

Section 12.—Appointment and Promotion.

C. M. No. 13,
dated 30th Sep-
tember 1912.

283. (a) All recommendations for promotions, etc., in the Lower Subordinate Service should be regulated in accordance with the rules laid down in Chapter I, Section 6, and the promotion rolls should be submitted on form O. 62 in triplicate on 1st July every year to Superintendents in two separate parts, the first containing only ordinary incremental promotions under the above section which will be sanctioned by Superintendents, and the second containing all exceptional cases, classified under the following heads which will be sanctioned by the Surveyor General:—

- (i) Special promotions or reductions not in accordance with the rules quoted above,
- (ii) Promotions or reductions from one class to another,
- (iii) Recommendations for change of designation,
- (iv) Recommendations for transfer to the permanent establishment.

(b) Copies of rolls containing ordinary incremental promotions sanctioned by Superintendents should be submitted to the Surveyor General for information. Promotion rolls should be accompanied by certificates to the effect that the entries have been compared with the ministerial list and found correct. These certificates should be kept in the offices of Superintendents.

(c) The above rules also apply to the offices of Superintendents themselves.

Art. 49, C. S. R.
C. O. No. 222
(Adm.), dated
17th June 1904.

284. No person should be appointed, or promoted, to a grade eligible to pension without a certificate by a commissioned medical officer or by a medical officer in charge of a civil station in the form prescribed in Article 49, Civil Service Regulations. These certificates should always bear on them the thumb and finger impressions of the candidate's left hand.

The above certificate must be drawn up invariably in duplicate and in strict accordance with the wording of the rule quoted. One copy of the certificate must be annexed to the first bill submitted for the pay of an officer appointed in India, and the other forwarded immediately for record to the administrative officer. In every case of promotion from an ineligible grade to a grade eligible for pension or new appointment on any salary, in which the above certificate is not furnished, or in which the certificate is not strictly formal, the salary drawn will be summarily disallowed.

Finl. Dent No.
423, dated 20th
January 1871.

285. (a) As a general rule, no person shall be appointed after he has attained the age of 25 years. But, if for a special reason, any one is admitted at a later age, then, in the event of his being required to retire under the operation of any rule, the pension to which he would but for this rule be entitled shall be reduced in the proportion which the number of years of pensionable service he has completed bears to 30 years, the full period required for a good service pension.

(b) In applications for appointment either temporary or permanent, mention should invariably be made of the age of all persons recommended.

Section 13.—General Report and Record Volume.

286. The old narrative reports have been abolished, and in future, reports prepared all ready for publication in the General Report and Record Volume, will be submitted in the manner detailed below. Officers in charge of parties will submit at the same time to their Superintendents the following forms duly filled in: Nos. O. 79, O. 84, O. 85, O. 86, O. 87 and O. 88, and also the reports called for in paras. 179 and 184.

C. M. No. 18,
dated 28th
October 1911.

Circle Superintendents should, when submitting materials for the General Report and Record Volume, send in a list showing the sheets that are in arrears, *i.e.*, the sheets of the previous year's survey which have not been submitted for publication in the year under report.

287. (a) The narrative style is to be avoided as much as possible in both the General Report and Record Volume. The General Report which is primarily intended for the Government of India, should be concise and free from technicalities. The Record Volume is meant for reports and other articles of departmental interest. These reports should not be unnecessarily diffuse and should be as uniform in style as their nature admits. In the General Report, districts, etc., should be referred to and not sheet numbers, while in the Record Volume, sheet numbers should be referred to and not districts, etc.

(b) Typewritten and other reports should be written on half margin and on one side of the paper only and should be carefully examined for the misspelling of words. Proper names and Indian terms should be correctly spelt in accordance with the existing rules. Dashes, (*i.e.*, *horizontal*, not *sloping*, accents), should be inserted over Indian words and names wherever necessary. Punctuation and paragraphing should be

properly attended to ; paragraphing by insertion of the figures " 000 " at the commencement of each paragraph is required in the General Report but not in the Record Volume. The paragraphs in the Record Volume should, however, be indicated. Words to be printed in capitals or italics should be marked and specified. Words such as " Survey ", " Party " should not have capitals unless used as titles. The cardinal points, north, south, east, west do not require capitals when used adjectively, etc. The words " inch " and " foot " should always be spelt in full and the abbreviations (') (") not used.

(c) Unnecessary headings should not be inserted. The report of each circle or office should be prepared, in so far as possible, on the lines of the previous year's report, and any special subjects of sufficient interest to be alluded to are to be added. *Each component part should be made absolutely ready for press* and the sender of each report should put himself in the position of the editor of the entire volume, and see that their reports can go straight into their place without correction. An examination of the previous year's General Report and Record Volume will show at once what headings the officer submitting a report should show.

(d) Tables should be prepared on a uniform principle and made to agree throughout both in the General Report and Record Volume. Discrepancies in figures must be avoided, as much subsequent trouble will then be saved.

(e) Out-turns should be estimated impartially and no area should be taken credit for in one year that has been already included in the previous year.

(f) Credit for sheets completed during the year should only be taken for such sheets as have been submitted to the head-quarters office for publication before the 1st October. Sheets practically complete, but which have not been sent for publication may be mentioned, but should not be included in the output of the year.

(g) The necessary tabular forms required in the General Report and Record Volume are obtainable from the Superintendent of the Trigonometrical Survey, Dehra Dūn.

288. Rules for General Report—

(a) *Each topographical party* will supply a short condensed report of its work during the year, also tables I and II filled in as far as it concerns the party and index map showing the area surveyed.

(b) *Each Circle Superintendent* will then have the above party reports combined as well as the tables I and II and submit them together with table III, which gives the progress of surveys circle by circle. Skeleton forms of these three tables are appended. He will also submit the 2 copies of the index map showing surveys and his Circle Drawing Office Report.

(c) *Each trigonometrical party* will furnish a short condensed account of its work, the triangulation party will in addition submit its G. T. S. index map.

(d) *The Superintendent of the Trigonometrical Survey* will collect and submit the above trigonometrical reports. He will also supply material for the Dehra Dūn Offices. He will also publish and supply the index map for Trigonometrical Surveys.

(e) *The Superintendent of Map Publication* is responsible for the head-quarters office work, and will obtain and submit the reports of the Drawing and Engraving Offices, Photo.-Litho. Office and Map Record and Issue Office. He will also arrange for publishing and supplying the index maps and any other illustrations required (excepting the index map supplied by the Superintendent of the Trigonometrical Survey above).

(f) *No. 6 Drawing Office, Simla and Mathematical Instrument Office*, will submit their reports direct to the Officer in Charge, Surveyor General's Office.

(g) *No. 2 Drawing Office (Dehra Dūn)* will furnish its report from materials supplied by the Superintendents of Circles, for the accuracy of which the latter will be responsible.

(h) *Each party and office* will submit reports to be used for the report on work for other Government departments. These will be forwarded by the Superintendents of Circles, the Superintendent of the Trigonometrical Survey and the Superintendent of Map Publication to the Surveyor General's Office where the information will be collated and prepared for publication.

(i) *The Officer in Charge, Surveyor General's Office*, will undertake the general editing of the General Report Volume, and will supply the table of contents, Part I, administration, etc.

289. Below are given copies of the forms on which *personnel*, *out-turn*, etc., are to be shown in the General Report.

G. R. 4.

GENERAL REPORT.

TABLE I.

DISPOSITION OF OFFICERS.

191 .

Circle or Branch.	Administrative Officer.	Party or Office.	Locality.	Imperial Officer.	Provincial Officers.	Upper Subordi- nate.	Remarks.

G. R. 5.

TABLE II.

TOPOGRAPHICAL SURVEYS.

Table showing Outturns and Costs.

191 .

1	2	3	4	5	6	7	8	9	10	11	12
Circle.	Party.	Locality.	Character of ground.	Type of survey.	Scale.	Outturn of survey on the various scales.	Total out-turn of survey on all scales.	Difference from 6,000 square miles per party.	Total cost.	Cost-rate per square mile, survey and mapping.	Remarks.
						Square miles.	Square miles.	Square miles.	Rs.	Rs.	

G. R. 6.

TABLE III.

Table showing Progress of Topographical Surveys.

Survey year.	Scale.	Northern Circle.	Southern Circle.	Eastern Circle.	Total.
		Square miles.	Square miles.	Square miles.	Square miles.

290. Rules for Record Volume—

(a) *Each topographical party* will submit a standardized form of report for the Record Volume. This is shown in the skeleton form and report appended, (para. 291). The *personnel* of each party should be shewn as an inset.

(b) *Each Circle Superintendent* will then have these tabular forms combined and prepared for the whole of his circle and submit them together with copies of the party reports, and a short combined circle report (*vide* skeleton report, para. 291), and the index map.

(c) *The Officer in Charge, Surveyor General's Office*, will then combine the tables and reports of the three circles, the Circle Superintendents being responsible for the form and accuracy of their tables and reports.

(d) *The trigonometrical parties* should follow the form of reports of the topographical parties as far as possible (*i.e.*, as regards *personnel*, dates of employment and general arrangement of subject matter). The Superintendent of the Trigonometrical Survey will be responsible for the submission of these as well as for their form and accuracy. He will also publish and supply the index maps to illustrate these reports.

(e) *The Superintendent of Map Publication* will supply the reports of his offices and also arrange for the publication of the illustrations and index maps required (except the Superintendent of the Trigonometrical Survey's index maps mentioned above, which will be reproduced at Dehra-Dūn).

(f) *The Officer in Charge, Surveyor General's Office*, will undertake the general editing of the Record Volume, and fill in the table of contents, etc.

291. Below are given copies of the tabular forms for the Record Volume, and a skeleton form to guide officers in drawing up this report :—

RECORD VOLUME.

CIRCLE REPORT SKELETON FORM.

- (1) The Circle was under the superintendence of
- (2) The Circle comprised..... parties.
- (3) Other remarks for the year, including summary of outturn and anything of interest as regards the Circle in a brief form.

TABLE I.
OUTURNS OF DETAIL SURVEY.

Rec. Vol. 1.

Scale.	Class of Survey.	Circle.	Party.	Locality.	OUTURN.		AVERAGE NUMBER OF FIXINGS PER SQUARE MILE.	
					Total square miles.	Average per man per month, square miles.	In sites (by resection).	Plane-table traverse.

TABLE II.

Rec. Vol. 2.

DETAILS OF TRIANGULATION AND TRAVERSING.

Scale.	Class of Survey.	Circle.	Party.	Locality.	TRIANGULATION.										TRAVERSING.				
					Instrument used; diameter in inches.	Area in square miles.	Square miles to each point fixed.	Square miles to each height.	Station fixed.	Triangular error in seconds.	Linear error per mile in feet.	Station fixed.	Triangular error in seconds.	Linear error per mile in feet.	Number of points fixed.	Linear error per mile in feet.	INTERSECTED POINTS.	Area in square miles.	Linear miles of chaining.

The Circle Report (page 75) and the three tables within this bracket are to be submitted by the Circle

The Report and three tables included within this bracket,

Rec. Vol. 3.

COST-RATES OF SURVEY.

COST-RATES, RUPEES.									
Circle.	Party.	Locality.	1/4-inch Survey.	1/2-inch Survey.	1-inch revision Survey.	1-inch resurvey.	1-inch Supplementary Survey.	1 1/2-inch Survey.	1 1/2-inch revision Survey.
TRIANGULATION									
			2-inch Survey.	2-inch revision Survey.	Topographi- cal.	Forest bound- ary.	Fair Mapping per square mile.		
			TRAVERSING PER LINEAR MILE.		Total Survey outturns on all scales, square miles.		Total cost of party, Rs.		

Section 14.—Submission of Annual Reports to Local Governments, etc.

C. O. No. 300
(Adm.), dated
10th June 1910.

292. The Superintendents of the Trigonometrical Survey and Topographical Circles are requested to furnish annually in duplicate on the 1st August to the Surveyor General brief reports on the work carried out by their parties during the past field season in each Province, Agency or any one of the five large Native States in direct political relations with the Government of India separately, one copy for record and one copy for submission to the Local Government, etc., concerned.

As index maps will not be attached to the reports submitted to Local Governments, etc., no reference should be made to the numbers of the sheets, and latitudes and longitudes should not be mentioned unless it is absolutely necessary to do so. But one index map showing the work done should be submitted for attachment to the copy recorded in the Surveyor General's Office.

A specimen report is subjoined for information and guidance.

Topographical Survey operations were continued during the year under report by No. 20 Party of the Survey of India which surveyed—square miles partly on the 1-inch and partly on the 2-inch scale, in the Sylhet and Cachar Districts, in the Hill Tippera State and in the north of the Lushai Hills. Triangulation was also carried out by the party in the Khasi and Jaintia Hills with a view to the detail survey being extended into that district next season.

The Superintendent, Map Publication, should submit at the same time a statement in duplicate showing the numbers of the standard sheets on the 1-inch, $\frac{1}{2}$ -inch and $\frac{1}{4}$ -inch scales which have been published (since the last report of this description was submitted) for the same areas and for attachment to the reports.

CHAPTER III.

Section 1.—Rates of Pay.

Art. 38,
C. S. R.

293. "Pay" means "monthly substantive pay", and "salary" means the sum of pay and acting or charge allowance under Art. 94, Civil Service Regulations. Personal allowance is treated for the purposes of calculating leave allowances and pensions, as part of an officer's substantive pay. Salary does not include house-rent, tentage, travelling or local allowances.

294. The scale of pay in the Survey of India is fixed as follows :—

(a) IMPERIAL SERVICE.

G. I. O. No.
545, dated 5th
April 1910.

With the exception of the Surveyor General and the Mathematical Expert, all officers of the Imperial Service are on a time scale of pay rising by increments of Rs. 50 a year to a maximum of Rs. 1,500, the date of first commission in the Army being taken as the date from which service for increments is reckoned. The initial time-scale rates are as follows :—

	Rs.
For a Royal Engineer Officer	370
For an Indian Army Officer	300

NOTE 1.—Exchange compensation allowance is admissible only to the Surveyor General. The pay of the Mathematical Expert will continue to be regulated by his special agreement.

NOTE 2.—For charge allowances admissible to officers of the Imperial Service see page 112, Schedule I.(a).

NOTE 3.—When an increment is due, the officer concerned should communicate the fact to the Comptroller, India Treasuries, when that officer will issue the necessary salary slip to enable him to draw the increased rate of pay. Officers attached to the head-quarters offices, Calcutta, do not require salary slips, as their salary bills are pre-audited.

G. I. O. No. 596,
dated 8th June
1912.

NOTE 4.—Time spent by Royal Engineer Officers on duty at the School of Military Engineering at Chatham and thereafter with a military unit in India counts as service qualifying for increments.

(b) PROVINCIAL SERVICE.

Per mensem

Rs.

Probationers (selected after examination) 1st year	100
Ditto ditto 2nd "	125
Ditto ditto 3rd "	150
Ditto (selected without examination) 1st year	100
Ditto ditto 2nd "	150

G. I. O. No. 597,
dated 24th July
1909

On permanent appointment to the service an officer is designated an Extra Assistant Superintendent and receives pay on the time scale at the rate of Rs. 250 rising by triennial increments of Rs. 50 to Rs. 600. This service also includes the following posts :—

				Per mensem. Rs.
8 Deputy Superintendents	at 650
2 Ditto ditto	„ 800

(c) UPPER SUBORDINATE SERVICE.

				Per mensem. Rs.
While on 2 years' probation	50
After confirmation as Sub-Assistant Superintendent	80 rising by triennial increments of Rs. 15 to Rs. 200 on the time scale.
Nine posts on	Rs. 250
For the special case of promoted Lower Subordinates, see para. 37.				

(d) LOWER SUBORDINATE SERVICE.

				Per mensem. Rs.
Pupils (for about 2 years)	15 or less.
Unclassed Surveyors, etc. (for about 2 or 3 years more)	20 „

C. O. No. 293
(Adm.), dated
4th April 1910.

On the 1st January following the completion of the two years' further training, officers will be classified as follows :—

Surveyors, draftsmen, or computers (trig.).				
First class	on Rs.	$30\frac{1}{2}$	—	100 per mensem.
Intermediate „	„	$28\frac{1}{2}$	—	80 „ „
Second „	„	$24\frac{1}{2}$	—	60 „ „
Third „	„	$21\frac{1}{2}$	—	45 „ „

Traversers, computers (topo.) or recorders.				
First class	on Rs.	$24\frac{1}{2}$	—	60 per mensem.
Second „	„	$21\frac{1}{2}$	—	45 „ „

NOTE.—These appointments are not progressive.

295. (a) An increment accrues from the day following that on which it is earned.

Art. 151, C S. R.
R. and A. Dept.
letters Nos. 167-
269, dated 13th
July 1911.

NOTE.—This rule has effect from 1st April 1911 and does not apply to officers who joined the department before this date, whose increment accrues from the beginning of the calendar month following that in which it is earned, any intermediate broken period being neglected.

(b) An officer appointed in England by the Secretary of State for service in India receives the increment of his pay in accordance with the terms of his engagement.

Art. 154, C. S. R.

(c) An officer reduced to a lower grade or appointment on account of misconduct or inefficiency cannot, without the sanction of the authority by whom he is reinstated or promoted, count for increments previous service in the grade or appointment from which he was reduced.

G. I. O. No. 604
dated 2nd October 1912.

296. The Government of India have sanctioned, with effect from the 13th May 1912, the following enhanced rates of pay for the Military sub-assistant surgeons of the Indian Subordinate Medical Department :—

	Per mensem.
	Rs.
Sub-Assistant Surgeon, 3rd grade, from 1 to 5 years' service	35
Ditto ditto 2nd „ „ 6 to 10 „	50
Ditto ditto 1st „ „ „	70
Senior Sub-Assistant Surgeon, 2nd Class, ranking as Jemadar	90
Ditto ditto 1st „ „ ranking as Subadar	110

The above rates are inclusive of the extra pay for English qualification.

Art. 36A,
Note (2), C. A.
C., and Cir. No.
4, dated 23rd
December 1897,
of Dir.-Genl.,
Indian Medical
Service

297. A Military sub-assistant surgeon temporarily employed on civil duty is not liable to pay income tax, if the emoluments drawn in the civil department are not higher than those he was drawing when in military employ. When higher emoluments are drawn in civil employ, income tax should be recovered.

C. M. No 63,
dated 2nd Aug-
ust 1878, of Dir.-
Genl., Indian
Medical Service.
Supplement to
C. S. R.—1912,
para. 878.

298. Military sub-assistant surgeons, who rank as non-commissioned officers, are not required to affix a receipt stamp to their bills.

299. The payment of the salary and allowances of a Government officer on a bond of indemnity to another Government officer or to any person other than a well-known banker or agent is not allowable.

Section 2.—Allowances (excluding Travelling Allowances).

Charge Allowance. (See Schedule I. page 12 et seq.)

G. I. O. No. 611,
dated 15th
February 1913.

300. Provincial Officers will only be given charge of parties and offices when a sufficient number of officers are qualified; the number seven should be neither a maximum nor a minimum but the normal. If more than 7 Provincial Officers have charge of parties and offices, at any one time, all but the three juniors will receive the charge allowance of Rs 200. If more than 21 Imperial Officers have charge of parties or offices, the junior officers after the 21st will receive no charge allowance. The normal numbers of executive charges will be 21 for the Imperial Service; when an executive charge falls unexpectedly or temporarily vacant, it will be filled for the time being in the most economical or convenient way, and the normal numbers 21 and 7 may therefore be occasionally departed from.

If an officer happens temporarily to be holding two charges he will draw one charge allowance.

301. Charge allowances for normal permanent executive charges will count as pay towards leave allowances and pension, charge allowances for permanent and normal non-executive charges do not count as pay towards leave allowances and pension.

302. No particular parties or offices will be reserved for the Imperial or for the Provincial Services. The 7 executive charges allotted to the Provincial Service will not necessarily be held always by officers drawing salaries of Rs. 650 or Rs. 800.

Local Allowance. (See Schedule III, page 115.)

C. O. No. 173 (Adm.), dated 28th March 1899. R. and A. Dept. No. 1292-90-2, dated 25th May 1896.

303. Local allowances can only be drawn from the date of taking over charge of duties in the district or area in which they are admissible.

G. I. O. No. 252, dated 9th June 1896.

Local allowances for halts on duty during a journey from or to the field are inadmissible, but instead daily allowance may be drawn except in cases when actual travelling expenses, under the special rule in Article 1070 (ii), Civil Service Regulations, are drawn.

Art. 267, C. S. R.

304. A local allowance may be drawn by an officer on privilege leave only if there is no *locum tenens* to whom it is payable.

The local allowances known as Burma, Assam, and Baluchistan allowances may be drawn by officers on privilege leave provided that the grant of leave does not necessitate the transfer, within the limits of the province, of an officer from another province.

G. I. O. No. 324, dated 3rd August 1899 and R. and A. Dept. No. 1437-12-6, dated 28th June 1899.

305. Local allowances cannot be drawn in addition to field service, or deputation allowances.

G. I. O. No. 625, dated 2nd December 1913.

306. An officer when placed on special duty in a special locality in which he would get a local allowance if he were on ordinary duty, shall draw the local allowance if he does not receive deputation allowance.

Secretary of State's despatch No. 60 (Rev.), dated 7th April 1905.

307. Officers employed on survey operations in the tribal areas beyond the external boundaries of the Hazara, Peshawar, Kohat, Dera Ismail Khan and Dera Ghazi Khan districts in the North-West Frontier are entitled to local allowances at the rates admissible in Baluchistan.

Deputation Allowance. (See Schedule V, page 125.)

Art. 81, C. S. R.

308 (a) An officer on special duty may, in addition to salary and travelling allowances under departmental rules, be allowed to draw a deputation allowance of one-fifth of his salary or Rs. 10 a day whichever is less.

(b) When officers are placed on deputation, the period for their deputation, during which their expenses are not debitable to the Survey of India, will usually commence from the date of departure from their stations and will cease from the date of arrival at their stations or of their proceeding on leave whichever is earlier.

(c) The deputation allowances or extra pay of all officers will commence from the date of departure from their stations, but if they have to

proceed to another station to make departmental arrangements for their deputation, then from the latter station.

(d) The deputation allowances of Imperial and Provincial officers will cease from the date of their arrival at the base of the operations of the expedition, mission, etc., to which they are deputed. The deputation allowances and extra pay of other officers will cease from the date of their arrival at their survey stations or of their proceeding on leave whichever is earlier.

NOTE.—Deputation allowance to officers not appointed by the Surveyor General requires the sanction of the Government of India.

309. Deputation allowance should be granted to an officer only when it is clearly established that the special duty involves a greater share of hard work and responsibility than should ordinarily fall upon the officer concerned if he were performing the ordinary duties of his station. The fact that the transfer to special duty involves a change of head-quarters affords a reason for the grant of a deputation allowance only if the officer is placed at unusual expense owing to the fact that the period of deputation is a short one or to some other exceptional cause.

310. Local allowance and field service allowance cannot be drawn in addition to deputation allowance, but when deputation allowance at the usual rate would fail to be a fair substitute for the local allowance it is intended to replace, the Government of India will be prepared to sanction its grant at a rate higher than one-fifth of salary.

311. Officers of the Survey of India while on deputation are entitled to draw the charge allowance which they would have drawn from time to time in the regular line if they had not been so deputed. It is not necessary that they should have been drawing their allowances immediately prior to their deputation, but the account officer in doubtful cases will consult the Surveyor General as to whether a deputed officer would have been entitled to a charge allowance in the regular line.

Field Service Allowance. (See Schedule VI, page 125.)

312.(a) Field Service allowances may be drawn by officers and subordinates from the date of quitting their stations for field service.

(b) Officers of the Imperial Service will cease to draw field service allowance from the date of promulgation of the order breaking up the field force, or from date of arrival at the first station within British territory whichever is earlier. Officers of the Provincial Service and subordinates will draw the extra allowances until return to their stations.

(c) Officers of the Royal Engineers and Indian Army, belonging to the Survey of India, when employed with troops on field service are eligible for war gratuities, in the same manner as other departmental or regimental officers, provided they do not receive extra emoluments, i.e., field service allowance, deputation allowance, etc., on account of such service.

Outfit Allowances.

313. Officers proceeding on deputation with political missions may at the discretion of the Surveyor General be given outfit allowances as in Schedule VII, page 126.

G. I. O. No. 622,
dated 2nd October
1913.

R. and A. Dept.
No. 2261—1541,
dated 20th Sep-
tember 1899
G. I. O. No 331,
dated 3rd
October 1899.

G. I. O. No. 621,
dated 10th
September 1913.

G. I. O. No 155,
dated 15th
October 1899.

G. I. O. No. 522,
dated 17th May
1909.

Compensation Allowance for Dearness of Provisions. (See App. 12.)

G. I. O. No. 129,
dated 16th April
1888, and Art. 72,
C. A. C.
G. I. O. No. 339,
dated 24th
January 1900
G. I. O. No 496,
dated 2nd May
1908.

314. Officers in charge of parties have not the power to grant compensation for food grain to subordinates under Financial Resolution No. 1591-Ex., dated 10th March 1908. This can only be granted, when necessary, at the discretion, and under the special orders of the Surveyor General after reference to the Local Government of the province in which the survey party may be serving. He has, however, no powers to grant it in Calcutta. The orders in each case will be temporary, and not held to continue in force beyond the end of the financial year in which they are issued.

When officers in charge of parties submit cases for consideration, the grounds on which the recommendation is based should be clearly stated, and the fullest information given as to the general average price of the common staple food grain in the district, as well as to prices prevailing at the time of application, and the average price of labour in the market.

Compensation for dearness of provisions is not admissible in addition to temporary increase of pay.

Calcutta House Allowance and Presidency House rent. (See Schedule VIII, page 127.)

Supplement to
G. S. R., 1912,
para. 295.

315. (a) The allowances under the Calcutta housing scheme cannot be drawn during leave of any kind; Article 267, Civil Service Regulations, and the notes attached to it are therefore inapplicable to allowances drawn under this scheme. The rules regarding this allowance are in Appendix 18.

(b) Presidency House rent may be drawn by an officer on privilege leave provided that no extra expense is thereby caused to the State.

Allowances—Sub-Assistant Surgeons.

G. I. O. No. 432,
dated 23rd
March 1905.

316. The rules regarding rates of travelling allowances to sub-assistant surgeons will be found under the same head as those appertaining to the Lower Subordinate Service in Section 3.

317. Military sub-assistant surgeons of the 1st, 2nd and 3rd grades appointed to the medical charge of cadastral and other survey camps may, when the strength exceeds 400 and 200, respectively, and while they actually hold such charges, be granted, with the sanction of the Surveyor General, a local allowance of Rs. 15 a month each during the field season. This allowance shall cease from the date they are promoted to the senior grade of military sub-assistant surgeons.

G. I. O. No. 579,
dated 26th July
1911.

318. The Surveyor General may grant to a sub-assistant surgeon attached to a survey party or other similar charge, who is appointed to an additional party or charge, an allowance of Rs. 10 per mensem for each additional party or charge, and to a sub-assistant surgeon not attached to a survey party or other similar charge an allowance of Rs. 10 per mensem for each party or charge which he may attend in addition to his ordinary duties. He may also sanction an allowance in excess of Rs. 10 per mensem subject to a maximum of Rs. 15 per mensem; but an allowance in excess of Rs. 10 may only be given in very special cases.

G. I. O. No. 475,
dated 25th July
1907.

319. Military sub-assistant surgeons attached to survey parties may be granted an annual clothing allowance of Rs. 12, and free passage when proceeding on, or returning from, long leave of not less than six months. The clothing allowance is drawn in advance on the first day of each quarter and chargeable to the Survey of India, while the cost of passage is adjustable according to rules.

G. I. O. No. 45,
dated 23rd De-
cember 1882.

320. When a civil sub-assistant surgeon attached to a survey party is called upon to perform additional duties not strictly pertaining to his substantive charge, or when local circumstances, such as reputed unhealthiness, or dearness of provisions, may give grounds for increasing the emoluments of a particular charge, special allowances from Rs. 10 to Rs. 25 may be sanctioned by the Surveyor General.

G. I. O. No. 566,
dated 19th Jan-
uary 1911.

321. Military sub-assistant surgeons, while employed with survey parties, are not entitled to compensation for dearness of provisions under Army Regulations, India.

322. As the sub-assistant surgeons in the survey department are allowed daily allowances under Article 1063, Civil Service Regulations, they are not entitled to horse allowance, *vide* Article 1077 (b), Civil Service Regulations.

G. I. O. No. 220,
dated 24th Sep-
tember 1894.

323. All sub-assistant surgeons, whether civil or military, should be granted by the authorities paying their salaries, free quarters or house-rent in lieu thereof, subject to a minimum of Rs 15 per mensem. It is to be distinctly understood, however, that the grant of house-rent is conditional on the sub-assistant surgeon concerned providing himself with quarters within a convenient distance of his duties and that the quarters thus rented should be approved by the authority under whom he is serving. Also formal sanction of the administrative officer must be obtained before it is drawn.

D. G. I. M. S.
No. 7022, dated
7th November
1906.

324. An allowance of Rs. 5 a month is admissible to sub-assistant surgeons who have passed an examination in Pushta and who are employed in Pushtu-speaking tracts.

Home Depart-
ment No. 49,
dated 28th Jan-
uary 1890, to the
Chief Commis-
sioner, Burma,
and Surgeon-
General's No.
3210, dated 25th
August 1891, and
No. 3217, dated
11th July 1892,
to the Surveyor
General. Fi-
nance and Com-
merce Depart-
ment No. 5718-
Ex, dated 8th
September 1904,
to the Comptrol-
ler, India Treas-
uries.

325. Military sub-assistant surgeons, serving in Burma with survey parties, are granted with the sanction of the Surveyor General, local allowances as follows conditionally on approved service. When not recommended for these allowances, sub-assistant surgeons are only entitled to an addition of 50 per cent. to their ordinary pay.

Rank of sub-assistant surgeon.		Maximum allowance which the Surveyor General is authorised to grant for approved service. Rs.
Military sub-assistant surgeon with English qualification	Senior, 1st and 2nd Class	40
	1st grade	40
	2nd „	40
	3rd „	25
Military sub-assistant surgeon without English qualification.	Senior, 1st and 2nd Class	35
	1st grade	40
	2nd „	30
	3rd „	20

Letter No. 3891-3 K.—13, dated 9th July 1898, from the Inspector-General of Jails with Civil Medical Administration, Burma.

326. Special local allowances at the rates mentioned below are granted to sub-assistant surgeons serving in the Northern Shan States in addition to the ordinary Burma allowance :—

Sub-Assistant Surgeons, 1st grade	Rs. 25 per month.
Ditto 2nd „	„ 15 „
Ditto 3rd „	„ 10 „

Surgeon General's letter No. 3210, dated 25th August 1898. Letter No. 655-C, dated 23rd March 1899, from the Sanitary Commissioner, Assam

327. In Assam sub-assistant surgeons receive a local allowance equal to 25 per cent. of their grade pay.

328. A special local allowance of Rs 10 per mensem in addition to the ordinary Assam allowance is granted to all sub-assistant surgeons whilst employed in the Lushai Hills District.

Section 3.—Travelling Allowances—General rules.

The rates of travelling allowances will be found in Schedule IV, pages 119 *et seq.*

Art. 995, C. S. R.

329. Travelling allowance is given to an officer to cover the actual travelling expenses incurred by him in travelling, in the interests of the public service.

Art. 995, C. S. R.

It is a fundamental principle that the allowance is not to be a source of profit, and save as specially provided in the Civil Service Regulations, no allowances are granted to meet the expenses of the families of officers accompanying them when travelling on duty.

Art. 1055, C. S. R.

330. No travelling allowance, other than a permanent monthly allowance, is admissible for any day on which an officer does not reach a distance exceeding five miles from head-quarters, or return thereto from a distance exceeding five miles. But an officer travelling on duty within five miles of head-quarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls, or railway fare.

Art. 1034,
C. S. R.

331. For journeys by road, mileage allowance is calculated at the fixed rates sanctioned, provided that (except in cases of transfer) a non-gazetted, ministerial or menial officer is only entitled to the actual travelling expenses, not exceeding the mileage rate of his class.

332. In cases where the journey is made by a motor car service open to the public on hire, the allowance shall not exceed twice the actual fare charged.

D. O. No. 97,
dated 12th
November 1900.

333. The following rules should be strictly adhered to by officers when drawing up travelling allowance bills for themselves or members of their parties :—

Survey officers are as a rule either—

- (i) In recess at head-quarters.
- (ii) Proceeding to the field.
- (iii) In the field.
- (iv) Returning to recess quarters.

Rule (a)—When a survey officer leaves recess quarters for the field, if he travels at once by road or river providing his own carriage and not travelling by public conveyance, he is considered as on duty in the field and draws travelling allowance at daily rates under Chapter LIII, Section IV, Civil Service Regulations, from the date on which he leaves recess quarters. For a journey in the field, he may, however, exchange his daily rates for mileage allowances or actuals under Article 1070 (a), Civil Service Regulations. (*Vide* paras. 382 and 383.)

Rule (b)—When a survey officer leaves recess quarters and travels by public conveyance he only gets into the field when he ceases to travel by public conveyance, *e.g.*, an officer leaves Pona and goes by rail to Dharwar, from which place he marches with carts to carry his kit to X, where he commences surveying; he is in the field from the day following that for which he drew rail fare.

Rule (c)—Similarly on return journeys an officer is in the field up to but not on the day on which, *en route* to recess quarters, he travels by public conveyance or in the absence of any journey by public conveyance, until he reaches his recess quarters.

334. When an officer travels partly by road and partly by rail or steamer or both, and does not draw actual travelling expenses, he may draw mileage allowance in respect of the road journey. Except in the case of a journey on transfer when mileage may be drawn for the number of miles actually travelled, the mileage allowance is limited, unless the distance exceeds 20 miles and mileage allowance is admissible under para. 382 to the amount of an officer's daily allowance.

Art. 1065,
C. S. R.

335. No daily allowance may be drawn for the day on any part of which an officer travels by rail, steamer or public or hired conveyance and draws any travelling allowance for that journey or travels

on a journey for which he draws actual expenses. Mileage may, however, be drawn for any additional journey by road on such a day, but the mileage for this part of the journey is limited to the amount of daily allowance unless the distance exceeds 20 miles and full mileage is specially authorized under para. 382.

336. The term "day" means a calendar day beginning and ending at midnight.

337. Travelling by road includes travelling by sea or river otherwise than in a steamer, and travelling by canals.

338. Whenever road mileage is drawn which cannot be checked from the route book or from any other Government publication, a certificate of the district officer to the effect that the distances charged for are correct, is necessary.

339. Full travelling allowance may be granted to all officers of the Imperial, Provincial, and Upper Subordinate Services employed in the field who are constantly required to move their camp in the execution of their duties, provided they keep up camp equipment and pay for their own transport.

340. The whole of the time spent by survey officers and men on military expeditions should be considered as "duty in the field" and their travelling allowances should be regulated accordingly.

341. All officers of the Lower Subordinate Service employed in the field will be supplied with transport, and in consequence one quarter will invariably be deducted from the full travelling allowance which might otherwise be granted, on account of daily and mileage rates to any Lower Subordinate who is required to move his camp in the execution of his duties within the administrative boundary of India. The weight of baggage admissible for a Lower Subordinate with and without camp equipment is laid down in the tables in Schedule IV.

342. Whenever the officer in charge of a party considers that during any one month, any officer does not move his camp in accordance with the requirements of the work he has to perform, he will report the case to his Superintendent who should exercise his authority to order that only a portion of the travelling allowance admissible be drawn for that calendar month.

343. Only half travelling allowance at daily rates may be granted to any officer employed on duty in the field within the administrative boundary of India who is very rarely required to move his camp.

344. When in the interests of the public service, an officer is employed in the field beyond the administrative boundary of India, and is supplied with a tent and transport, the orders of the Surveyor General should be taken as to whether any or what portion of his full travelling allowance is to be deducted.

345. When an officer is transferred from one survey party to another or to another department, his travelling expenses are chargeable against the department, survey party, or office, which he joins, and must be drawn on arrival at his destination by the officer in charge of the party or office.

Art. 23,
C. S. R.

Art. 1033,
C. S. R.

C. M. No. $\frac{311}{8}$,
dated 30th
January 1886.

C. O. No. 278
(Adm.), dated
2nd September
1909.

R. and A. Dept.
letter No.
2614—157-2,
dated 21st
December 1901.

Art. 773 (d),
C. A. C.

Art. 1099 (a),
C. S. R.

346. When an officer is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the audit officer of the circle of audit in which he is serving, with an endorsement stating the reason of the transfer. In the absence of such an endorsement the audit officer will assume that the officer has been transferred for the public convenience.

Art. 1099 (b),
C. S. R.

In the case of non-gazetted officers, a certificate from the head of the office may be accepted in lieu of the copy of the order alluded to above.

Art. 1104,
C. S. R.

347. An officer is entitled to travelling allowance if, after giving over charge of his office, he takes privilege or examination leave before joining his new office.

Art. 1105,
C. S. R.

348. The travelling allowance of an officer transferred during privilege leave or examination leave will be calculated from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to less travelling allowance.

Art. 1106,
C. S. R.

349. An officer who, while in transit, obtains furlough on medical certificate is entitled to travelling allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station.

Art. 1091,
C. S. R.,
C. O. 329
(Adm.), dated
17th February
1913.

350. The Superintendent of the Trigonometrical Survey and the Superintendents of circles have the power to authorize the recovery of the actual cost of carriage of horses by rail and steamer in accordance with the following rules:—

- (a) When proceeding to and from the field with a party, the horses of officers of the Imperial and Provincial and Upper Subordinate services should, under ordinary circumstances, be marched when the distances are not more than 200 miles; if, however, the distances are over 200 miles, then the whole of the actual cost of transport for the whole distance of one horse per officer by rail or steamer may usually be recovered.
- (b) In the case of horses belonging to two or more members of a party or parties recessing together and proceeding in the same direction, the Superintendent of the circle or the officers in charge of the parties concerned, should arrange to provide for their transport in the most economical way and thus reduce the actual cost as much as possible.
- (c) For journeys in the field, the whole of the actual cost of transport of one horse per officer by rail and steamer may usually be recovered.

351. The cost of transport of a horse is inadmissible to an officer on transfer except from one party in the field to another in the field and then only when both parties are of such a nature as to render it necessary for the officer to keep a horse in order to carry out his duties efficiently. An exception may also be made in the case of an officer who is transferred from (or to) a circle office to (or from) a party in the field provided that the circle office and the recess quarters of the party are in the same station.

352. Application for the above concessions should when possible be submitted by officers in charge of parties to the Superintendent of their circle in sufficient time to obtain his sanction before the journey is actually performed; in forwarding the applications, officers in charge of parties will certify in each case that the officer is required to ride in order to carry out his duties efficiently, and that the distance travelled will exceed 200 miles.

NOTE.—Whenever “Superintendent of a circle” or “Circle office” is mentioned in the three preceding paragraphs, it also includes the Superintendent of the Trigonometrical Survey and his office.

C. M. No. 1,
dated 9th
January 1913.

353 (a) The Surveyor General may grant such travelling expenses as he considers necessary to surveyors and other lower subordinates when proceeding on, or rejoining from, leave to their homes if the latter are situated in provinces other than those in which they are employed. This concession applies only to officers serving in circle offices and field parties and provided that the officers are both liable and likely to be employed in the field.

(b) The concession will not usually be granted oftener than every third year except in Burma where it may be given once every two years.

(c) The amount of travelling expenses which may be given, subject to the condition that the distance travelled by an officer from the place of employment to his home, or *vice versa*, must exceed 250 miles, will usually be limited to half the actual cost of the journey by rail or river steamer; but the full actual cost of a journey by sea or a railway journey in Burma will usually be admissible.

(d) No travelling expenses for journeys by road will be granted except under very exceptional circumstances.

Art. 1128,
C. S. R.

354. The Surveyor General may grant such rail and steamer fares as he considers necessary, to and from place of recruitment, to khalasis and other menials when proceeding on, or returning from recess leave, or on enlistment or discharge.

Art. 1128,
C. S. R.

355. The full actual cost of the journey by rail and steamer from and to the place of their recruitment will usually be granted; provided superintendents are satisfied that the distances travelled are such as to satisfy the grant of concession. This concession only applies to menials in circle offices and field parties.

NOTE.—When a menial comes from or goes to his home, the cost of the journey should be calculated from or to the railway station nearest his home if the cost is less than the cost from or to the railway station nearest the place of recruitment.

356 (a) Only those Lower Subordinates and menials whose services and conduct are in every respect satisfactory should be recommended for the grant of travelling expenses when proceeding on leave.

(b) The “home” of a Lower Subordinate or menial is defined for the purpose of the concession of travelling expenses as that entered in his service book.

(c) The “actual cost” of a journey will be the lowest class rail fare, and deck or 3rd class passage on a river or sea-going steamer.

(d) Application for the concession of grant of travelling allowance to Lower Subordinates and menials should be submitted on form O. 99, a covering letter being attached in explanation of any cases which are not in accordance with these rules.

(e) The sanction of the Surveyor General should be obtained when the charges are actually incurred and must be attached to the bills in which such charges are drawn.

R. and A. Dept.
letter No 134—
28-2, dated
23rd May 1911.

(f) Those menials in survey parties who are retained for duty at recess quarters on account of the exigencies of the service may be granted by the Surveyor General such rail and steamer fares, as are considered necessary, to and from place of recruitment when proceeding on or returning from privilege and other kinds of leave.

Art. 1010 (b),
C. S. R.

357. An officer in the Survey department, whatever his substantive rank may be, draws when in charge of a survey party, the travelling allowance of a Deputy Superintendent as laid down in Schedule IV.

Art. 1008,
C. S. R.

358 Whenever any person is employed temporarily by competent authority as an extra servant on any establishment, he is entitled to travelling allowance under the rules applicable to public servants of corresponding rank permanently employed on that establishment

NOTE.—Members of the temporary establishment of survey parties may, for journeys to or from the field, or on transfer, be allowed travelling allowances under this paragraph.

Art. 1132,
C. S. R.

359. A person employed for a temporary purpose, who has received travelling allowance for joining his appointment, may, on the termination of his employment, be allowed travelling allowance to the place at which he was engaged, provided the claim is preferred within three months of the termination of the temporary service, and the officer under whom the person was employed is satisfied that he intends to make the journey.

Dept. of R. and
A. No. 204—8-2,
dated 3rd
February 1905.

360. Retired Provincial Service officers on re-employment are ranked in the same class as they were immediately before their retirement for the purposes of travelling allowances.

Art. 1063(a),
C. S. R.

361. (a) Any person appointed to the Survey of India in any capacity requiring technical skill, or knowledge for which he has been specially trained, may be granted travelling allowance for joining his first appointment.

(b) Students of the Schools of Art and other Government schools appointed as draftsmen in the Survey of India are entitled to actual travelling expenses for joining their first appointments.

362. A khalasi or other menial may be granted by the Surveyor General such rail and steamer fares as he considers necessary for joining his first appointment irrespective of the conditions in the above para.

Art. 1037,
C. S. R.

363. When an officer of a class lower than the first is required to travel by any special conveyance the cost of which exceeds the daily allowance under Art. 1063, Civil Service Regulations, when daily allowance only is admissible, or the mileage allowance admissible under Art. 1034, Civil Service Regulations, the actual cost of transit by such means may be drawn in lieu of daily allowance or mileage.

G. I. O. No. 46,
dated 23rd
December 1882.

364. A sub-assistant surgeon attached to a survey party, or other similar charge, is entitled to the same travelling allowance as that drawn by lower subordinate officers of the Survey of India, except where otherwise ruled.

G. I. O. No. 347,
dated 7th May
1900.

365. Sub-assistant surgeons, both civil and military, are entitled to second class passages when travelling by steamer, and intermediate class by rail.

Surgeon Genl.'s
No. 1384, dated
14th April 1891.
Art. 1120,
C. S. R.

366. A sub-assistant surgeon is entitled to travelling allowance for a journey to attend an examination for promotion to a higher grade in his own service, and if he passes the examination, for the return journey to his own station.

Art. 1125,
C. S. R.

367. A civil sub-assistant surgeon from another province serving in Burma is entitled to free passage for himself and his family to his home when proceeding on leave on medical certificate.

368. A military sub-assistant surgeon employed in the civil department is entitled, when proceeding on sick leave not combined with privilege leave, to the same advantages in respect to travelling allowance as if he were serving with his regiment.

G. I. O. No. 347,
dated 7th May
1900.
Letter No. 5119,
dated 22nd
September 1899,
from Director
General, Indian
Medical Service.
C. O. No. 273
(Adm.), dated
20th February
1900.

369. Military sub-assistant surgeons when transferred from a military to a civil appointment are allowed actual fares by rail or steamer, and two annas a mile by road, but on reversion from civil to military employ and on duty of a purely military nature they are required to travel on warrant for the rail and road portions of the journeys.

C O. No. 90
(Adm.), dated
16th April 1889.

370. When travelling allowances are payable to coolies and men whose salaries are drawn in the monthly contingent bills (in accordance with the rules in Article 58 (1), Chapter 5, Civil Account Code), they should be charged in contingent bills and not in travelling allowance bills.

G. I. O. No. 369,
dated 7th February
1901.

371. Khalasis and other inferior and menial servants of the Survey of India department are entitled to free carriage of their necessary baggage, including utensils except such as accompany administrative officers on tour, who draw daily rates as in Schedule IV, page 124.

Art. 1073,
C. S. R.

372. An inferior servant if entitled to daily allowance may, for a railway journey, draw his daily allowance in addition to rail fare.

Art. 1017 (a),
C. S. R.

373. When travelling by steamer an officer of the second class whose pay is not less than Rs. 200 may elect for accommodation for officers of first class, but table money will be recovered from him accordingly.

Art. 1017 (b),
C. S. R.

374. The head of the office may direct that any non-gazetted officer whose pay does not exceed Rs. 30 shall be allowed lowest class accommodation when travelling by steamer.

Art. 1032,
C. S. R.

375. In addition to passage-money an officer travelling by sea shall be reimbursed the actual expenses incurred by him in embarking and disembarking at ports, *i.e.*, the charges from the quay to the vessel, such as wharfage fees, boat hire and the like. Expenses incurred on shore are not chargeable.

Art. 1028,
C. S. R.
Art. 1094,
C. S. R.

376. An officer is bound to travel in an Indian Government vessel if suitable accommodation is offered him.

377. An officer (whether in superior or inferior service) is entitled to travelling allowance at the rates prescribed in Schedule IV, for a journey on transfer from one station to another if he is transferred for the public convenience, and not at his own request or in consequence of misconduct, and if he is entitled to pay or salary during the time occupied in such journey. Inferior servants, however, should not be transferred save in exceptional cases in which there may be special reasons for a transfer.

G. I. O. No.
429, dated 4th
March 1905.

378. An officer who takes casual leave when one tour shall not be entitled to draw daily allowance during such leave.

R. and A. Dept.
No. 1104-160-2,
dated 15th July
1902.

379. Officers of the Provincial Service, in charge of survey detachments, are allowed daily rates according to the scales laid down in Schedule IV, page 120 with the addition of half the difference between such rate and that admissible, *viz.*, Rs. 5 per diem, to an officer in charge of a party.

For a definition of the term "charge of a Survey Detachment" see footnote to page 114.

Art. 1035,
C. S. R.

380. In calculating travelling allowance, at mileage rates, fractions of a mile should be omitted, but only in the total of a bill for any one journey and not in the various items which make up the bill.

381. The following rules apply to journeys by sea and river steamers as laid down in Schedule IV.

Art. 1021,
C. S. R.

(a) The weight of luggage and tents specified is intended to be conveyed only when equipped for the field. The weight of luggage ordinarily allowed is the quantity, the freight on which is usually included in the charge for passage.

Art. 1022,
C. S. R.

(b) When board is provided on the vessel, the charge for such board, whether actually included in the passage-money or not, is reckoned as passage-money; and table-money is not recoverable from an officer of the 2nd, 3rd, or 4th class in the case mentioned in Article 1022, C. S. R., nor paid to an officer of the 1st class in the case mentioned in Article 1023, C. S. R. (explanation to Art. 1023, C. S. R.). A second class passenger is not entitled to be supplied with mess at the commander's table, unless no other mess is provided on the steamer.

Art. 1025,
C. S. R.

(c) Officers recalled to duty in India from England, and provided with passages at the public expense, should be charged messing at the rates applicable to military officers.

(d) Table-money under Article 1023, C. S. R., is granted to officers of all but the first class in Burma, travelling by Government steam launch in the case of journeys on transfer, in addition to the allowances admissible under the existing rules.

Art. 1020,
C. S. R.

(e) The Surveyor General may decide to what class of accommodation any particular officer is entitled in cases of doubt or in cases in which, owing to the arrangement of the classes on the steamers, the rules, if construed strictly, involve hardship.

(f) The scale of table-money given is not affected by the locality, but is fixed at the rates given in Schedule IV.

Section 4.—Travelling Allowances—Special Cases.

Art. 1070 (a) (i),
C. S. R.,
C. M. No. 3073,
dated 6th
October 1909.
G. I. O. No. 225,
dated 19th
February 1895.

382. An officer may, for a journey in the field, exchange his daily allowance for the other allowances admissible under Schedule IV only when he is specially authorized to do so by the administrative officer, and when he has to travel by train, steamer or other conveyance which plies regularly for the conveyance of passengers or by hired conveyance, or is employed on special duty. If the journey performed is by road only, mileage allowance is not admissible unless the distance travelled exceeds 20 miles. The sanction of the administrative officer should be obtained in form O. 28 (one for gazetted and one for non-gazetted officers) and attached to the bill containing the charge. This concession does not apply to an ordinary journey by road in the field in connection with the work of a party.

Arts. 1070(a)(ii),
C. S. R.

383. Whenever for a journey to or from the field, or any other journey including transfer in which an officer has to travel with camp equipment, the actual travelling expenses of a survey officer including charges by public or hired conveyance, the cost of carriage to and from such conveyance, for himself, his servants and baggage, not exceeding the limit named in the table below, exceed the amount admissible under Schedule IV, he may for such journey in lieu of the amount so admissible, draw such actual expenses on a bill prepared in sufficient detail and countersigned by the Surveyor General or the administrative officer :—

Imperial and Provincial Services.

DESIGNATION.	Railway fare (single).	SERVANTS.		CAMP EQUIPMENT AND BAGGAGE.	
		Travelling with camp equipment.	Otherwise.	Travelling with camp equipment.	Otherwise.
Surveyor General, Superintendents, Deputy Superintendents, and officers in charge of parties.	1st or upper class.	6	3	Mds. 35	Mds. 12
Assistant Superintendents and Extra Assistant Superintendents on Rs. 500 and over.	Ditto	4	2	25	8
Extra Assistant Superintendents on Rs. 300 pay and over.	2nd or upper class.	3	1	25	8
Other officers or probationers.	Ditto	3	1	15	5

Upper Subordinate Service.

DESIGNATION.	Railway fare.	SERVANTS.		CAMP EQUIPMENT AND BAGGAGE.	
		Travelling with camp equipment.	Otherwise.	Travelling with camp equipment.	Otherwise.
Sub-Assistant Superintendents in selected posts on Rs. 250 pay.	2nd or upper class.	3	1	Mds. 15	Mds. 5
Other Sub-Assistant Superintendents and probationers.	Ditto	2	1	10	3

Lower Subordinate Service.

DESIGNATION.	Railway fare.	SERVANTS.		CAMP EQUIPMENT AND BAGGAGE.	
		Travelling with camp equipment.	Otherwise.	Travelling with camp equipment.	Otherwise.
Officers and Sub-Assistant Surgeons on pay of Rs. 50 and over.	Intermediate, lower or 2nd class.	1	1	Mds. 8	Mds. 2
Officers and Sub-Assistant Surgeons on pay of less than Rs. 50.	Intermediate, lower or 3rd class.	1	1	5	2

G. I. O. No. 280,
dated 1st De-
cember 1897.

384. In applying this rule a journey must be treated as a whole, and no officer can be permitted under Article 1070 (a) (ii), Civil Service Regulations, to charge actual expenses for a part of a journey and ordinary rates for the remainder.

Art. 13, C. S. R.

“Actual travelling expenses” mean the actual cost of locomotion for an officer himself, his servants, and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment (when necessary) but not including charges for hotels, dak bungalows, or for the carriage of stores or conveyances, or for presents to coachmen nor any allowance for such incidental losses or expenses as the breakage of crockery, the wear and tear of furniture, the entertainment of additional servants and the like.

The term “public conveyance” includes journey by cab, *ghari* or horse.

G. I. O. No. 240,
dated 6th May
1896, and Art.
1052 (b), C. S. R.

385. A survey officer on a journey to or from the field can draw daily allowance for halts on duty in the course of the journey unless he draws actual travelling expenses under Article 1070 (a) (ii) of the Civil Service Regulations. The allowance is inadmissible for halts in the course of any other journey.

C. O. No. 265
(Adm.), dated
4th November
1908.

386. An officer whether he be travelling with or without camp equipment under para. 383 may carry by passenger train at the public expense half the amount of baggage he is entitled to carry when travelling without camp equipment under the rules, in addition to the free allowance granted by the railway.

C. M. No. 4,
dated 3rd March
1911.

387. The rules under which the carriage of equipment may be charged to Government by officers on transfer, when a part of their equipment is at recess head-quarters and the remainder at field head-quarters are as follows :—

(1) An officer who is transferred while at recess head-quarters may draw in a travelling allowance bill the actual cost of conveyance by goods train of his camp equipment which he had left at field head-quarters, either—

- (a) from field head-quarters to recess head-quarters and thence to the place of new appointment, or
- (b) direct from field head-quarters to the place of new appointment, provided that—
 - (i) the total amount of baggage and camp equipment does not exceed the weight prescribed in para. 383.
 - (ii) “actual expenses” are drawn for his own journey from recess head-quarters to the place of new appointment.
 - (iii) “actual expenses” had previously been drawn for his journey from field head-quarters to recess head-quarters.

NOTE.—If the officer in question had already drawn double rail fare for his journey from field to recess head-quarters, he may, if he desires to do so, refund in a travelling allowance bill the amount so drawn, and may draw in place thereof actual expenses for the journey. In this case when charges for conveyance of baggage, etc., cannot be supported by railway receipt in accordance with para. 530 the charges which should be fully explained, may be treated as a special case and a payment certificate for the actual amount paid should be attached to the bill. This will entitle the officer to draw travelling allowance under this para.

Exception.—As an exception to the above rules it may be noted that where the direct distance from the officer's field head-quarters to the place of new appointment is less than that from recess head-quarters to the place of new appointment, the officer may recover the cost of conveyance of his camp equipment direct to his new station subject to conditions (1) (i) and (1) (ii) above, but irrespective of whether he had previously drawn “actual expenses” or double rail fare for the journey from field to recess head-quarters.

(2) Similar rules apply in the case of an officer who is transferred while at field head-quarters, with regard to the personal baggage which he had left at recess head-quarters.

(3) Similar rules also apply in the case of an officer who is transferred while on privilege leave; but an officer transferred while on long leave is not entitled to draw any travelling allowance whatever on proceeding to join his new appointment.

Art. 1070 (a)
(iii), C. S. R.
D. O. No. 56,
dated 12th April
1906.
C. I. T.'s No.
G. A. 3562,
dated 20th
March 1905.

388. When the actual expenses for carriage in the field of camp equipment and baggage, limited as in the table following, for the whole month or the whole part of a month that an officer is in the field, exceed half the daily allowance admissible for that month or that part of a month, the officer may appropriate half his daily allowance to pay for camp equipment and extra servants, and in lieu of the other half may recover such actual expenses by bills on form O. 16 prepared and countersigned by the Surveyor General or the administrative officer.]

Imperial and Provincial Service.

Designation.	By carts, camels or pack animals.	By coolies.
	Mds.	Mds.
Deputy Superintendents and officers in charge of parties.	35	17½
Assistant Superintendents and Extra Assistant Superintendents on Rs 300 and over.	25	12½
Other officers and probationers	15	7½

Upper Subordinate Service.

Designation.	By carts, camels or pack animals.	By coolies.
	Mds.	Mds.
Sub-Assistant Superintendents in selected posts on Rs. 250 pay.	15	7½
Other Sub-Assistant Superintendents and probationers.	10	5

Lower Subordinate Service.

Designation.	By carts, camels or pack animals.	By coolies.
Officers and Sub-Assistant Surgeons on pay of Rs. 50 and over.	Mds. 8	Mds. 4
Officers and Sub-Assistant Surgeons on pay of less than Rs. 50.	5	2½

Art. 1000, C. S.
R.
G. I. O. No. 248,
dated 6th May
1896.
G. I. O. No. 256,
dated 24th Aug-
ust 1896.

R. A. Dept.
No. 11—
150-7, dated
22nd November
1907
C. O. No. 35
(Adm.), dated
21st March 1883,
para. 2.

389. When the Surveyor General or Administrative Superintendent is satisfied that it is in the interests of the public service that an officer required to travel on public duty should send his horses, camels, motor cars, motor cycles, bicycles or camp equipment by steamer or railway or, in Burma, send his horses by a vessel other than a steamer, he may permit him to recover, in addition to his authorized travelling allowance, the actual cost of their carriage, including, whether separately charged for or not, the cost of conveyance of one syce and one grass-cutter for each horse but the previous sanction of the Surveyor General or Administrative Superintendent is necessary before expenses are incurred. The sanction should be obtained in the following form and appended to the bill in which the charges for such journeys are made, supported by receipts from railway and steamer authorities :—

Certified that..... is authorized to charge under Article 1000, Civil Service Regulations, for the conveyance by ^{rail}_{steamer} of..... horses and..... maunds camp equipment, at the public expense, in addition to the authorized travelling allowance, under circumstances which required him to proceed very quickly and ready equipped for urgent duty.

390. The following scale of limitation in the weights of camp equipment and in the number of horses is prescribed :—

Designation.	Camp equip- ment,	Number of horses.
Superintendents, Deputy Superintendents and officers in charge of parties.	Mds. 35	2
Assistant Superintendents and Extra Assistant Superinten- dents.	25	1
Sub-Assistant Superintendents	15	1
Lower Subordinates, from Rs. 50 upwards	8	...
Ditto ditto less than Rs. 50	5	...

Art. 1140, C. S.
R.
R. & A. Dept.
No. 1424-67-4,
dated 10th June
1896.

391. Increased daily rates and mileage allowances are admissible for members of survey parties employed in certain localities specified in Appendix H. India Supplement to the Civil Service Regulations.

G. I. O. No. 361,
dated 9th Janu-
ary 1901.

392. All officers of the Survey of India are also entitled to the increased rates of travelling allowance admissible in the Bhama District and Shan States for journeys beyond the frontier contiguous to those localities.

C. I. T.'s No.
(Misc.) 461,
dated 29th Janu-
ary 1902.

393. Officers of the 2nd and 3rd classes of the Survey of India when travelling on duty in Assam over the hill routes noted below are entitled to actual travelling expenses up to a limit of Re. 1 per mile for 2nd class and annas 12 for 3rd class officers instead of the mileage rates admissible under Schedule IV, and in cases which fall under para. 394 (b), the maximum limit shall be double these rates—

	Miles.
Gauhati to Shillong	63
Golaghat to Kohima	102
Kohima to Manipur	87
Manipur to Silchar	124
Shillong to Thariaghat	43
Silchar to Aijal	134

Art 1098,
C. S. R.

394. A non-gazetted officer, whose salary after transfer does not exceed Rs. 400 a month is, if the transfer is to a station more than 200 miles distant by the ordinary route, and is made for a period exceeding three months, entitled to travelling allowance as follows :—

(a) for a journey by steamer or railway, to the amount actually paid in fares, for the officer himself, his family, and servants, subject to the following limits :—

(i) For himself and family—Four full fares of the class of accommodation to which he is ordinarily entitled.

(ii) For servants—Three full fares of the lowest class.

Also the cost of carriage by cargo steamer or goods train of personal effects within the limits of the following scale :—

Salary of officer.	Weight of luggage. Mds.
Rupees 100 or less	5
More than Rs. 100 but not more than Rs. 200	8
More than Rs. 200	12

(b) For a journey by road, to the actual charges of locomotion for himself, his family, and three servants, up to a maximum of three times the rate of mileage to which he is ordinarily entitled ; and the cost of carriage of personal effects within the scale given in the preceding clause.

- (c) If any member of the officers' family is prevented by good and sufficient cause from travelling with him, his or her journey may be charged for within these limits: Provided he or she follows the officer within six months of the date of his transfer or precedes him by a period not exceeding one month.

NOTE.—Every officer proposing to draw travelling allowance under this para. shall, before presenting his claim, submit a detailed statement explanatory of the charges incurred upon the journey to the officer to whose office he is transferred, who shall, after satisfying himself of their reasonableness and necessity, sign a written order (which should be attached to the bill) passing them to that extent.

No charges incurred in excess of the amount thus passed should be admitted by the audit officer who should require vouchers for actual expenses except in respect of steamer and railway journey for which the officer's certificate will suffice. Heads of offices are held responsible that no unnecessary or excessive charges are allowed.

C. I. T's No.
T. C. 354, dated
8th June 1974.

395. If any member of the officer's family is not living with him at the time of the officer's transfer, his or her journey may be charged for from the place where he or she may be living or from the station from where the officer is transferred, whichever is less.

Art. 25,
C. S. K.

396. For purposes of travelling allowance "family" includes the officer's wife, his legitimate children and step-children residing with and wholly dependent on him; and also his parents, sisters and minor brothers if wholly dependent on, and residing with him.

G. I. O. No. 28
(Adm.), dated
31st March 1881.

397. When an Extra Assistant Superintendent or a Sub-Assistant Superintendent has to visit a distant place for a special purpose, and has to maintain his camp equipage, and leave his camp standing, but is not allowed to take his horse with him, he is entitled to recover horse or carriage hire incurred at the place of his special employment.

G. I. O. No 396,
dated 5th May
1903.
R. & A. Dept.
No. 134—28-2,
dated 23rd May
1911.

398. A survey officer taking privilege leave during the move from recess quarters to the field and *vice versa* is entitled to travelling allowances. Those menials in survey parties who are retained for duty at recess quarters on account of the exigencies of the service and who may be given privilege leave are also entitled to travelling allowances.

G. I. O. No. 418,
dated 29th
March 1904.

399. The officer in charge of a survey party is authorized to grant travelling allowance to surveyors and subordinates who are recalled to duty from departmental or recess leave before the expiry of that leave, in cases in which he considers the grant of this allowance desirable.

Art. 1127,
C. S. R.

400. An officer recalled to duty on public grounds before the expiry of leave, is entitled to travelling allowance for the journey from the place at which the order of recall reaches him, or, if such place be out of India, to free passage to India, and travelling allowance from the port of debarkation, to the station to which he is recalled.

Supplement to
C. S. R.—1912,
para. 1029,
G. I. O. No. 462,
dated 19th
February 1907.

401. If a Government servant under the advice of the civil surgeon or other Government medical officer whose official duty it is to attend him professionally is required to undertake a journey to a Presidency town or elsewhere, either when proceeding on leave on medical certificate or to procure further medical advice, and the civil surgeon (or

other medical officer as above) considers that it would not be safe for him to make the journey without attendance on the way, the medical officer may either himself accompany the patient to his destination or depute or arrange with some other Government officer to do so. The attendant in such a case shall be deemed to have been travelling on duty and shall draw travelling allowance at the usual rates for the journey both ways.

Section 5.—Advances and Transfers.

402. An officer under orders of transfer may receive as an advance an amount not exceeding one month's pay, and also not exceeding the amount of expenditure which he is likely to incur by reason of his transfer, or an amount not exceeding the travelling allowance to which he may be entitled under the rules in consequence of the transfer when this exceeds one month's pay. Such advances of pay may be sanctioned by administrative officers, and officers in charge of parties and offices, and should be drawn from treasuries on form O. 41.

Art 137 (b), C.A.
C.
C.O. No. 318
(Adm.), dated
1st July 1911.

When the transfer is from one circle of audit to another, pay up to the date of making over charge, may be drawn, under Article 26 (b), Chapter 3, Civil Account Code, in addition to the advance mentioned above.

G.O. No. 82,
dated 4th Janua-
ry 1892.
C.I.T.'s No.
1701 G.A., dated
23rd August
1904.

403. The administrative officer concerned may authorize the officer in charge of a party, etc., to make advances of pay, when proceeding to the field, to himself and to all officers and menials serving under him when he considers such advances necessary, subject to the following conditions.—

Art 137 (b),
C. A. C.

(a) That the advance to an officer in no case exceeds one month's pay in addition to the salary due to him up to date and to a menial in no case exceeds 2 months' pay.

(b) That the advance in no case exceeds Rs. 1,000—for any one officer.

Details regarding the method of drawing and recovering such advances will be found in paras. 446 and 453.

404. The officer in charge of a party, etc., may make advances when necessary, when proceeding to the field and during the field season, of amounts sufficient to cover travelling expenses to himself and all officers and menials serving under him.

Advances of amounts not exceeding 30 days' daily rates may be made to himself and all officers, who are entitled to draw daily rates, when proceeding to the field.

Details of the methods by which such advances are drawn and recovered will be found in para. 456.

G. I. O. No. 282,
dated 21st January 1898.

405. Ordinarily the amount to be recovered monthly for an advance of salary should not be affected by the fact of an officer going on leave, but it is open to the Surveyor General to order a reduction in any case in which he deems it right to do so.

G. I. O. No. 459,
dated 18th February 1907
G. I. O. No. 473,
dated 23rd July 1907

406. Any Government servant whether permanent or temporary drawing a monthly substantive pay not exceeding Rs. 100 who proceeds to the Pasteur Institute at Kasauli or Coonoor for treatment should be granted—

- (i) his actual travelling expenses to Kasauli or Coonoor and back, namely (a) a single fare each way by railway of the class by which he is entitled to travel on duty, (b) for journeys by road, the actual cost of transit, at the discretion of the Surveyor General. The expenses for the return journey should be paid at the same rates to the patient at Kasauli or Coonoor, after the treatment has been undergone, by the Treasury Officer of stations on production of a discharge certificate from the Director of the Institute;
- (ii) the actual cost of any journeys which he may perform by river and ocean steamers, not exceeding the amount admissible under the rule;
- (iii) an advance of one month's pay;
- (iv) one month's casual leave, any leave required in excess being treated as privilege or sick leave.

G. I. O. No. 632,
dated 17th February 1914.

NOTE.—In the case of temporary servants, the pay or acting allowance which they draw in their temporary or officiating posts respectively should be taken as "substantive pay."

G. I. O. No. 530,
dated 5th August 1909.

407. Any Government servant drawing not more than Rs. 25 a month may be granted, in addition to the above concessions, maintenance allowance at the rates of daily allowance admissible to officers of the third and fourth classes (as the case may be) under Article 1063, Civil Service Regulations, for the period during which he is under treatment at a Pasteur Institute, and also for the period spent in the journey to a Pasteur Institute as well as for the period spent in the return journey therefrom.

NOTE.—The full rules regarding advances to officers proceeding to the Pasteur Institutes for antirabic treatment will be found in Appendix 15.

R. and A. Dept.
No. 2509—67-8,
dated 15th October 1897

408. No advances on account of pay, or travelling expenses, may be made to an officer on leave either to enable him to rejoin his appointment, or because his leave allowances have not been remitted to him by the executive officer responsible for the same.

Art. 137(c), C. A. C.

In the case of an advance required for an officer on first appointment, the requisition must be signed by the Surveyor General.

G. I. O. No. 153,
dated 19th September 1889.

409. Officers returning from furlough out of India shall not be granted advances of pay by the Home Government for more than 35 days beyond the date of embarkation for India.

Art. 64, C. S. R.

410. An advance of an amount not exceeding two months' pay, and also not exceeding 1,000 rupees, may be made to any public officer

in the civil department on arrival in India on first appointment, or on return from long leave, or special duty out of India. This advance is independent of any advance on account of allowances made by the Secretary of State in England. The advance may be drawn under the orders of the audit officer from any treasury in India to be specified in such orders.

Art. 64 (c), C. S. R.

Such advances as well as similar advances issued by the Home Government are to be recovered by monthly instalments of one-third of salary.

C. I. T.'s No. T. O. 641, dated 2nd August 1903.
G. I. O. No. 190, dated 14th October 1892.
G. I. O. No. 501, dated 2nd July 1908.
G. I. O. No. 460, dated 18th February 1907.
G. I. O. No. 477, dated 6th September 1907.
G. I. O. No. 454, dated 25th September 1906.

411. Advances for building houses and, in exceptional circumstances, for the purchase of houses in places where house-rent is exceptionally high, may be granted under certain conditions, *vide* Article 136, Civil Account Code.

Note.—This is held to apply to permanent employes only.

G. I. O. No. 548, and C. M. No. 8, dated 9th May 1910.

412. Officers of the Provincial and Upper Subordinate Services, may, with the sanction of the Surveyor General, be advanced any sum not exceeding Rs. 300, for the purchase of a horse or camel on condition that such advances are refunded in the pay bills of such officers, in three monthly instalments in the case of Provincial officers, and six monthly instalments in the case of Upper Subordinate officers. These officers are bound to keep in the field a riding animal of the class considered most suitable if the nature of their work demands it.

D. O. No. 233, dated 17th August 1870.
C. O. No. 146 (Adm.), dated 27th October 1896.

413. (a) Gazetted officers on transfer from one party to another, or from one department to another, will obtain from the officer in charge of the treasury, at which their pay has been disbursed, a last-pay certificate.

C. O. No. 251 (Adm.), dated 31st March 1906.

(b) The officer in charge of a survey party will grant a last-pay certificate on form O. 14 to a non-gazetted officer on transfer from his party, to enable his pay to be drawn in the party to which he has been transferred, and forward his service book, after completing it up to date, to the party or office to which he is transferred.

(c) On the transfer of a Provincial Officer or of an Upper Subordinate Officer from one circle to another, qualification reports on form O. 74 and O. 73, respectively, will be sent by the Superintendent under whom he is serving to the Superintendent under whose orders he will be serving after transfer. In the case of a Lower Subordinate Service officer, a qualification report on form O. 75 will be forwarded by the Officer in charge of the party or office under whom he is serving to the officer in charge under whom he will be transferred.

Note I, Art. 63, C. A. C.

(d) Last-pay certificates of "sub-assistant surgeons temporarily lent to the Survey Department, on transfer, should be granted by the officers in charge of parties.

Art. 177, C. S.
E.

414. (a) In cases of transfer of an officer from one station to another, his joining time is calculated as follows, subject to a maximum thirty days : Sundays not actually spent in travelling are not included of the calculation :—

(i) Six days for preparation, and in addition thereto :—

for the portion of the journey which the officer travels or might travel—

A day for each.

By railway 250 miles.

By ocean steamer 200 „ } or any longer time

By river „ 80 „ } actually occupied
in the journey.

By mail cart or other public
stage conveyance drawn
by horses 80 „

In any other way 15 „

An extra day is allowed for any fraction of distance over that prescribed.

(ii) When part of the journey is by steamer, the days intervening between the officer being set free from his office, or if he has no office, receiving his orders, and the departure of the steamer, or his start duly regulated to catch the steamer, shall be added.

NOTE 1.—A journey by road of five miles or under to or from a railway station from or to the point which may be prescribed under Article 998, Civil Service Regulations, does not count for joining time.

NOTE 2.—An officer whose salary does not exceed Rs. 100 a month should not ordinarily be required to travel by mail cart or other public stage conveyance drawn by horses.

Art. 178, C. S.
E.

(b) Joining time will always be calculated by the route which travellers habitually use, unless the Surveyor General specially permits otherwise.

Art. 176, C. S.
E.

(c) Only one day is allowed for joining an appointment which does not necessarily involve a change of residence from one station to another. Sundays are included in the calculation.

Art. 183, C. S.
E.

415. (a) If an officer, during transit from one appointment to another, obtains furlough on medical certificate (with or without privilege leave or subsidiary leave prefixed), he may be allowed only the joining time calculated for the journey from his old station to the furthest place to which he has proceeded on the route to his new station.

Art. 184, C. S.
E.

(b) If his appointment is changed while he is in transit, his joining time begins on the day following that on which he received his orders notifying the change.

Supplement to
C. S. R., 1912,
para. 211.

416 The joining time admissible to an officer transferred from one province to another who is required to report himself to the head of his department before being posted to any particular station in the interior should be regulated by para. 414 and not para. 415 (b), as the fact of the officer reporting himself at the office of the head of his department does not constitute taking charge of any duty.

Supplement to
C. S. R., 1912,
para. 216.

417. Full joining time admissible under rules on transfer during privilege leave is allowed to an officer by the cancellation of a corresponding portion of the privilege leave availed of without any reference to the authority which granted the leave.

Art. 189, C. S.
R.

418. When an officer does not join his new appointment within his joining time, he is entitled to no allowances after the end of his joining time, and after a week, ceases to have a lien on his appointment. But if the Surveyor General considers that his default was due to circumstances beyond his control, he may exempt him from the loss of his appointment.

NOTE.—The expression “allowances” does not include travelling allowance.

Art. 185, C. S.
R.

419. Except in the case mentioned in Article 188, Civil Service Regulations, an officer will draw, during joining time, the pay or salary which he drew in his old appointment, or that which he will draw on joining his new appointment, whichever may be less, provided that an officer transferred from one officiating appointment to another shall not draw any acting allowance during joining time if he had not a superior lien on either of the officiating appointments to that of the officer relieved by or relieving him.

Enl. Resn. No.
3329, dated 27th
September 1875,
Art. 773 (e), C.
A. C.

420. The allowances of a military officer transferred from military to civil duty shall be paid by the civil department from the date on which he gives over charge of his military duty, and when a military officer is transferred from civil to military duty, his allowances shall cease to be payable in the civil department from the date on which he relinquishes charge of his civil duty.

Art. 773 (e), C.
A. C.

The same rule will also apply in the case of an officer transferred from one department to another.

Section 6.—Rewards for Languages.

NOTE.—In this section, a “Military officer in permanent civil employ” means an officer who has been confirmed in the department. Before confirmation, a Military officer may present himself for examination and earn rewards under Military rules.

G. I. O. No. 435,
dated 25th Nov-
ember 1907.
G. I. O. No. 518,
dated 10th
March 1909.
C. M. No. 1464,
dated 11th May
1909.
G. I. O. No. 823,
dated 2nd Oc-
tober 1913.

421. Imperial officers of the Survey of India serving in the following provinces are eligible for a reward of Rs. 250 for passing by the Lower Standard as well as for a reward of Rs. 500 for passing by the Higher Standard in any of the following languages :—

Province.	Languages.
Madras ...	Tamil, Telegu, Malayalam or Kanarese.
Bombay ...	Marathi, Gujrati, Kanarese, Sindhi, Arabic.
Bengal ...	Bengali.
Bihar and Orissa ...	Uriya.

Province.	Languages.
Punjab	Punjabi, Baluchi.
North-West Frontier Province	Pushtu.
Baluchistan	Pushtu, Baluchi, Brahui.
Burma	Burmese.
Assam	Assamese, Bengali,
Central Provinces	Marathi or Uriya.

G. I. O. No. 518, dated 10th March 1909
G. I. Notification No. 6332, dated 20th December 1907.

422. Military officers in permanent civil employ are eligible for the following rewards in the undermentioned languages subject to certain conditions as to service, station, etc., which are given in full in the pamphlet on language examinations:—

Standard.	Language	Reward. Rs.	
Higher Standard	Persian	500	} With certificate from the presiding examiners.
	Arabic	800	
	Sanskrit	800	
High Proficiency	Hindustani	1,000	} Ditto.
	Hindi	1,000	
	Bengali	1,000	
	Uriya	1,000	
	Assamese	1,000	
	Persian	2,000	
	Arabic	2,000	
Degree of Honour	Sanskrit	2,000	} With diploma from the Government of India.
	Hindustani	2,000	
	Hindi	2,000	
	Bengali	2,000	
	Persian	4,000	
	Arabic	5,000	
	Sanskrit	5,000	

Home Dept. Notification No. 638, dated 20th December 1907.

423. Military officers in permanent civil employ not serving in the Bombay Presidency, and who have not completed ten years in India are eligible for the following reward:—

Standard.	Language.	Reward. Rs.
Proficiency	Hindustani	500

Bombay Govt. Resolution No. 1032, dated 21st March 1882.

424. Military officers in permanent civil employ serving in the Bombay Presidency are entitled to the following rewards subject to certain conditions which will be found in the pamphlet on language examinations:—

Standard.	Language.	Reward. Rs.	
Higher Standard	Arabic	800	
	Sanskrit	800	
	Persian	500	
High Proficiency	Marathi	1,000	} With certificate from the presiding examiners.
	Gujarati	1,000	
	Kanarese	1,000	

Standard.	Language.	Reward. Rs.	
High Proficiency— <i>contd.</i>	Sindhi . . .	1,000	} With certificate from the pre- siding examiners.
	Persian . . .	2,000	
	Arabic . . .	2,000	
	Sanskrit . . .	2,000	
Degree of Honour . . .	Marathi . . .	2,000	} With diploma from the Government of India.
	Gujarati . . .	2,000	
	Kanarese . . .	2,000	
	Persian . . .	4,000	
	Arabic . . .	5,000	
	Sanskrit . . .	5,000	

Madras Govt.
Notification No.
59, dated 23rd
January 1894.

425. Military officers in permanent civil employ serving in the Madras Presidency are entitled to the following rewards subject to certain conditions which will be found in the pamphlet on language examinations:—

Standard.	Language.	Reward. Rs.	
High Proficiency . . .	Tamil . . .	1,000	} With certificate from the pre- siding examiners.
	Telegu . . .	1,000	
	Kanarese . . .	1,000	
	Malayalam . . .	1,000	
	Uriya . . .	1,000	
	Hindustani . . .	1,000	
	Sanskrit . . .	2,000	
	Persian . . .	2,000	
Degree of Honour . . .	Arabic . . .	2,000	} With diploma signed by the Head of the Government of Madras.
	Tamil . . .	2,000	
	Telegu . . .	2,000	
	Kanarese . . .	2,000	
	Hindustani . . .	2,000	
	Sanskrit . . .	4,000	
	Arabic . . .	4,000	
	Persian . . .	4,000	

Burma Govt.
General Department
Notification No. 189,
dated 17th June
1909.
Burma Govt.
General Dept.
No. 226, dated
15th July 1909.

426. Military officers in permanent civil employ serving in Burma are entitled to a reward of Rs. 1,000 on passing the examination in the following languages subject to certain conditions which will be found in the pamphlet on language examinations:—

Groups.	Languages.
I	The Siyin, Tashon, Lai, Chinbók and Chinmè dialects of the Chin language and the Chin language as spoken on the borders of the Arakan Division and the Thayetmyo, Minbu and Henzada districts.
II	The Kami and Mro languages.
III	The Chingpaw dialect of the Kachin language.
IV	The Manipuri language.
V	The Karenni, the Bre, the Padaung and the Zayein languages
VI	The Taungththu language.

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Groups.	Languages.	
VII	The Palung, the Pale and the Riang (Yang Lam dialect) languages.	
VIII	The Wa language as spoken either in the State of Mang Lün or in the State of Kengtung.	
IX	The Lahu or Mushö and the Lisaw languages.	
X	The Atsi or Szi and the Maru languages.	
XI	The Siamese language.	
XII	The Malay language.	

Burma Govt.
General Dept.
Notification No.
147, dated 11th
May 1910.

427. Military officers in permanent civil employ are entitled to the following rewards for passing in the undermentioned languages subject to certain conditions which will be found in the pamphlet on language examinations :—

	Rs.
Sgau or Pwo Karen or Talaing	1,000
Shan, lower standard	1,000
Shan, higher standard, the candidate having previously passed by the lower standard	1,000
Shan, higher standard, the candidate not having previously passed by the lower standard	2,000

Eastern Bengal
and Assam Noti-
fication No.
10000 C., dated
3rd September
1907.
Bengal Govt.
Notification No.
2947, A D,
dated 27th
October 1908.

428. Military Officers in permanent civil employ are entitled to the rewards for passing in the undermentioned languages subject to certain conditions which will be found in the pamphlet on language examinations. The reward is Rs. 1,000 on passing the examination in these languages except in regard to Tibetan, in which case the reward is Rs. 500 on passing the first examination and Rs. 1,000 on passing the second, and in the case of Bhutanese Bhutia, Sikkimese Bhutia and Nepalese Paharia, the reward is Rs. 500 only.

Languages.

Abor, Miri, Daffa.
Angami, Lhota, Ao, Sema, and Kacha Naga.
Aka.
Singpho.
Mishmi.
Kuki or Lushai.
Manipuri.
Garö, Kachari and Meeh.
Khampti.
Khasi and Synteng.
Tibetan, Bhutanese Bhutia, Sikkimese Bhutia.
Mikir.
Maghi.
Tippera.
Ho, Mundari, Santali.
Draon, Rajmahal Paharia.
Khond of Orissa.
Jepcha.
Nepalese Paharia or Khaskura.

429. Provincial Officers of the Survey of India are entitled to the following rewards for passing in the undermentioned languages subject to conditions which will be found in the pamphlet on languages :—

	Rs
(i) Lower Standard	90
(ii) Higher Standard passed after the Lower Standard	90
(iii) Higher Standard, if the Lower Standard has not first been passed	180

The following are the languages for which the above rewards are admissible :—

Province.	Languages.
Madras	Tamil. Telegu. Malayalam or Kanarese.
Bombay	Marathi. Gujarati. Kanarese. Sindhi. Arabic. Hindustani.
Bengal	Bengali. Hindustani.
Punjab	Punjabi. Baluchi. Hindustani.
North-West Frontier	Pushtu.
Baluchistan	Pushtu. Baluchi. Brahui.
Burma	Burmese.
Assam	Assamese. Bengali. Hindustani.
Bihar and Orissa	Uriya. Hindustani.
United Provinces	Hindustani.
Central Provinces	Marathi or Uriya.

G. I. O. No.
74, dated 28th
April 1911.

430. Selected officers of the Provincial Service may be granted rewards for passing in Pushtu and Baluchi at the following rates, permission to appear at these examinations being obtained from the Surveyor General:—

	Rs.
(i) Lower Standard	180
(ii) Higher Standard, if passed after the Lower Standard	320
(iii) Higher Standard, if the Lower Standard has not been passed	500
And for passing in Persian by the Higher Standard	500

G. I. O. No.
419, dated 31st
May 1904.

431. Officers of the Provincial Service may be granted the following rewards for passing the undermentioned examinations in Shan, provided that :—

- (i) The sanction of the Surveyor General has been obtained to appear at the examination.

(ii) That the officer is likely to be employed in the Shan States.

(iii) That the officer is not a native of Burma.

Standard.	Reward. Rs.
Lower Standard	1,000
Higher Standard, the Lower Standard having previously been passed	1,000
Higher Standard, the Lower Standard not having previously been passed	2,000

The full regulations will be found in the pamphlet on language examinations.

F. I. O. No.
557, dated 9th
September 1910.

432. Officers of the Upper Subordinate service may be granted the following rewards for passing in Burmese :—

	Rs.
(i) Colloquial test	200
(ii) Lower Standard departmental test after passing colloquial	100
(iii) Lower Standard departmental test without previously passing the colloquial	300

433. Officers of the Upper Subordinate Service are eligible for a reward of Rs. 75 on passing the Lower Standard examination in any of the following vernacular languages of the province in which the officer is employed :—

Province.	Language.
Madras	Tamil. Telegu. Malayalam or Kanarese.
Bombay	Marathi. Gujarati. Kanarese. Sindhi. Arabic.
Bengal	Bengali. Hindustani.
Punjab	Punjabi. Baluchi.
North-West Frontier Province	Pushtu.
Baluchistan	Pushtu. Baluchi. Brahui.
Burma	Burmese.
Assam	Assamese. Bengali. Hindustani.
Bihar and Orissa	Uriya. Hindustani.
Central Provinces	Marathi or Uriya.

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Rewards for Languages.

[Sec. 6.

G. I. O. No.
557, dated 9th
September 1910.

434. Officers of the Upper Subordinate Service are also eligible for the following rewards :—

Language.	Standard.	Reward.
		Rs.
Shan	Lower Standard . .	300
Pushtu	Ditto	120
Baluchi	Ditto	120
Persian	Higher Standard . .	200

R. and A. Dept. Languages of the frontier tribes bordering on or having relations } Same as
No. 595—32-2, with Burma under the rules issued with Burma Government Notifica- } in para.
dated 20th April tion No. 189, dated 17th June 1909. } 432.
1914.

R. and A. Dept. 435. The Surveyor General is empowered to grant a reward of
No. 1061—10-2, Rs. 90 to officers of the Photo.-Litho and kindred offices, recruited from
dated 20th Octo- England, on their passing in Hindustani by the lower standard within
ber 1913. a period of one year of their arrival in India.

Art. 50 (a), 436. Bills for rewards under civil rules to civil officers and military
C. A. C. officers in civil employ should be submitted to the Comptroller, India
C. I. T.'s letter No. G. A.-1937, dated 15th Feb-
ruary 1901. Treasuries, through the administrative officer for pre-audit.

437. No deduction for income-tax is to be made in such bills as the tax on such amounts is levied by the Collector of Income-tax direct from the officer.

C. I. T.'s letter No. G. A.-1937, dated 15th Feb-
ruary 1901. 438. All bills should be stamped, and countersigned in the case of Sub-Assistant Superintendents by the officer in charge of the party, the name of the treasury from which payment is desired should also be stated.

Section 7.

SCHEDULE I.—CHARGE ALLOWANCES.

(a) *Imperial Service.*

No.	Officers to whom charge allowance is granted.	Reference to order sanctioning allowances	Amount.	Remarks.
1	An officer holding one of the five posts of Superintendent.	G. I. O. 545, dated 5th April 1910. R. and A. No. 657—84-1 (Land Surveys), dated 19th June 1909.	<div> <div>The two seniors Rs. 750.</div> <div>The three others Rs. 500.</div> </div>	
2	The Superintendent of the Trigonometrical Survey.	Ditto	Rs. 100 in addition to above.	
3	An officer holding permanent charge of one of the twenty field parties, or one of the six drawing offices to which charge allowance is attached.	Ditto	Rs. 200.	
	The officer in charge of the Surveyor General's Office, and the officer in charge of the Photo-Litho. Office	Ditto	Rs. 200.	
4	An officer in temporary charge of any one of the above parties or offices.	Ditto	Rs. 200 . . .	Subject to the provisions of para. 300.
5	An officer in permanent charge of a party officiating for any Superintendent other than the Superintendent of the Trigonometrical Survey.	Ditto	Rs. 500.	
6	An officer in permanent charge of a party officiating as Superintendent of the Trigonometrical Survey.	Ditto	Rs. 500 <i>plus</i> additional allowance of Rs. 100	
7	A Superintendent officiating as Superintendent of the Trigonometrical Survey.	Ditto	His own charge allowance <i>plus</i> Rs. 100.	

(a) *Imperial Service*—contd.

No.	Officers to whom charge allowance is granted.	Reference to order sanctioning allowances.	Amount.	Remarks.
8	A Superintendent officiating as Surveyor General.	G. I. O. 545, dated 5th April 1910. R. and A. No. 657—84-1, (Land Surveys), dated 19th June 1909.	His own charge allowance <i>plus</i> one-fifth of the pay of the Surveyor General. He will not draw the Rs. 100 charge allowance allowed to the Superintendent of the Trigonometrical Survey.	

NOTE 1.—An allowance of Rs. 750 retained by a Superintendent officiating as Surveyor General counts as one of the two charge allowances of Rs. 750 a month.

NOTE 2.—An officer holding a post to which a charge allowance is attached, if transferred to another post to which a charge allowance is attached, is entitled during joining time to draw :—

(i) When the charge allowances are the same, that charge allowance.

(ii) When the charge allowances are not the same, whichever is less.

NOTE 3.—The above charge allowances are treated as part of salary and reckon towards leave allowances.

(b) *Provincial Service*.

Description of charge.	No.	Officers to whom charge allowance is granted.	Reference to order sanctioning allowances.	Amount.	Remarks.
Permanent and normal executive charges.	1	A Provincial Officer who holds charge of any one of the 20 Survey Parties or of any one of the 6 Principal Drawing Offices (Calcutta, Dehra Dun, Mussoorie, Bangalore, Shillong, Simla). There will as a rule be 7 Provincial Officers holding such executive charges.	G. I. O. 611, dated 15th February 1913, R and A Department letter No 175—151-2, dated 4th February 1913.	Normal number 4 at Rs. 200, 3 at Rs. 100. If more than 7 Provincial Officers hold executive charges, the 3 juniors will draw Rs. 100 and all the seniors will draw Rs. 200.	Subject to the proviso that officers drawing a personal allowance of Rs. 200 will not be entitled to charge allowance. Officers drawing personal allowances of Rs. 50 will not draw personal and charge allowance exceeding Rs. 200.
Permanent and normal non-executive charges	2	1 Chief Draftsman, Head Quarters Drawing Office..	Ditto	Rs. 150	Ditto.

(b) *Provincial Service*—contd.

Description of charge	No.	Officers to whom charge allowance is granted.	Reference to order sanctioning allowances.	Amount.	Remarks.
Permanent and normal non-executive charges.	3	1 Head Draftsman, No 1 Drawing Office (Calcutta).	G. I. O. 611, dated 15th February 1913, R. and A. Department letter No. 175—152-2, dated 4th February 1913.	Rs. 100	Subject to the proviso that officers drawing a personal allowance of Rs. 200 will not be entitled to charge allowance. Officers drawing personal allowances of Rs 50 will not draw personal and charge allowance exceeding Rs. 200.
	4	1 Chief Draftsman, No. 2 Drawing Office (Dehra-Dun).	Ditto	100	
	5	1 Chief Draftsman, Bengal Drawing Office.	Ditto	100	
	6	1 Survey Instructor.	Ditto	100	
*Temporary executive charges.	7	1 Tidal Assistant	Ditto	50	
	8	Provincial Officer holding independent charge or a Topographical or Trigonometrical Detachment or a Cadas-tal Camp.	Secretary of State's Despatch No. 121, dated 7th May 1885.	50	

SCHEDULE II.—PERSONAL ALLOWANCES.

(b) *Provincial Service.*

No.	Officers to whom personal allowance is granted.	Reference to orders sanctioning allowances.	Amount.	Remarks.
1	The five Senior Provincial Officers if they were appointed before 1888 and if they have been selected for one of the appointments on Rs. 800 and 650.	Revenue and Agriculture Department No. $\frac{3}{127-4}$, dated 6th March 1897.	Rs. 200	
2	The three next Senior Provincial Officers if they were appointed before 1888 and if their salaries do not exceed Rs. 550.	Ditto. ...	50	

* NOTE.—The officer must be for a full survey year in sole and responsible charge of considerable bodies of men comprising all classes of surveyors and differing only from the executive charge of a survey party in that the latter is larger.

SCHEDULE III.—LOCAL ALLOWANCES.

(a) *Imperial Service.*

No.	Locality.	Reference to orders sanctioning allowances	Amount.	Remarks.
			Rs.	
1	<i>Calcutta.</i> —The three officers holding charge of the Surveyor General's Office, No. 1, Drawing Office (Calcutta) and the Photo-Litho. Office whether acting or permanent. This does not apply to any officer who may be appointed to the department specially for employment in the Head-Quarters Office, Calcutta.	Secretary of State's despatch No 95-Rev., dated the 19th July 1901.	100	} Applicable only to Deputy and Assistant Superintendents.
2	<i>Baluchistan</i>	Finance and Commerce Department, letter No. 5826, dated the 15th October 1888.	100	
3	<i>Burma (Upper and Lower)</i>	Finance and Commerce Department letter, No. 756, dated the 11th February 1889, and Revenue and Agriculture Department, letter No. 789—72-2, dated the 11th July 1910, to C. I. T.	100	
4	<i>North-West Frontier.</i> —While employed on survey operations in the tribal areas beyond the external boundaries of Hazara, Peshawar, Kohat, Dera Ismail Khan and Dera Ghazi Khan Districts.	Secretary of State's despatch No. 60-Rev., dated the 7th April 1905.	100	
5	<i>Wynaad.</i> —Officer in charge of party while actually serving in the Wynaad portions of the Malabar and the Nilgiri Districts.	Secretary of State's despatch No. 194-Rev., dated 30th December 1904.	100	
	Other officers	50	

(a) *Imperial Service—contd.*

No.	Locality.	Reference to orders sanctioning allowances.	Amount.	Remarks.
6	Coorg.—Officers who are employed on Forest Surveys in Coorg and whose salary will not be raised above Rs. 750 a month by the addition of this allowance.	Revenue and Agriculture Department letter No. 821—75-2, dated the 23rd June 1908.	Rs. 50	
7	Travancore and Cochin — Officer in charge of party while employed on survey operations in the hill tracts of Travancore and Cochin	Revenue and Agriculture Department letter No. 531-C., dated the 16th February 1912.	100	
	Other officers	50	

(b) *Provincial Service.*

No	Officers to whom Local allowance is granted.	Reference to orders sanctioning allowances.	Amount.	Remarks.
1	Calcutta.—Provincial Officers other than Chief and Head Draftsmen, Headquarters Drawing Office, not exceeding eight in number.	Secretary of State's despatch No. 179, dated 11th December 1903.	Rs. 50	
2	Baluchistan.—Deputy Superintendents, Assistant Superintendents and Extra Assistant Superintendents drawing Rs. 550 and over.	Financial Resolutions No. 5826, dated 25th October 1888, and No. 1379, dated 25th March 1899.	100	
	All other Extra Assistant Superintendents drawing less than Rs. 550.	Ditto . . .	80	
3	Lower Burma.—Deputy Superintendents, Assistant Superintendents and Extra Assistant Superintendents drawing Rs. 550 and over.	Ditto . . .	100	
	All other Extra Assistant Superintendents drawing less than Rs. 550.	Ditto . . .	50	

(b) *Provincial Service*—contd.

No.	Officers to whom Local allowance is granted.	Reference to orders sanctioning allowances.	Amount.	Remarks.
			<i>Rs.</i>	
4	<i>Upper Burma</i> .—Deputy Superintendents, Assistant Superintendents and Extra Assistant Superintendents drawing Rs. 550 and over.	Financial Department letter Nos. 756, dated 11th February 1889, and 1379, dated 25th March 1899.	100	
	All other Extra Assistant Superintendents drawing less than Rs. 550.	Ditto . . .	80	
5	<i>Assam</i> .—Assistant Superintendents and Extra Assistant Superintendents.	Financial Resolution No. 5826, dated 25th October 1888.	50	
6	<i>Wynaad</i> .—Officer in charge of party see entry 5, page 115.	Revenue and Agriculture Department, No. 303-F, dated 26th February 1905.	100	
	Other officers	50	
7	<i>Jalpaiguri</i> .—Assistant Superintendent and Extra Assistant Superintendents.	Revenue and Agriculture Department, No. 16—150-2, dated 4th January 1908.	50	
8	<i>Coorg</i> .—Officers up to Rs. 750. See entry 6, page 116.	Revenue and Agriculture Department, No. 821—75-2, dated 23rd June 1908.	50	
9	<i>Travancore and Cochin</i> .—Officer in charge of party, see entry 7, page 116.	Revenue and Agriculture Department, No. 531-C, dated 16th February 1912.	100	
	Other officers	50	

SCHEDULE III.—LOCAL ALLOWANCES.

(c) *Upper Subordinate Service.*

Locality.	Monthly amount admissible to Sub-Assistant Superintendents in the selected posts on Rs. 250.	Monthly amount admissible to other Sub-Assistant Superintendents.	Monthly amount admissible to probationers.	Authority.
	<i>Rs.</i>	<i>Rs.</i>	<i>Rs.</i>	
Calcutta . . .	50	40	20	Revenue and Agriculture Department letter No. 240—31-2, dated 2nd March 1910
Baluchistan . . .	80	60	30	
Upper Burma . . .	80	50	25	G. I. O. No. 544, dated 30th March 1910. Revenue and Agriculture Department, No. 531-C., dated 16th February 1912.
Lower Burma . . .	50	40	20	
Assam . . .	40	40	20	
Jalpaiguri . . .	40	30	15	
Wynaad, Coorg, Travancore and Cochin.	50 per cent. on pay subject to a maximum of Rs. 50.			

(d) *Lower Subordinate Service.*

Locality.	Surveyors and other Subordinates on salary of Rs. 30 and over.	Surveyors and other Subordinates on salary below Rs. 30.	Authority.	
Baluchistan . . .	30 per cent. of permanent pay subject to a maximum allowance of Rs. 40.	50 per cent. of permanent pay subject to a maximum allowance of Rs. 8.	G. I. O. No. 143, dated 16th November 1888. G. I. O. No. 313, dated 8th April 1899. G. I. O. No. 374, dated 11th May 1901.	
Lower Burma . . .	Ditto . . .	Ditto . . .	G. I. O. No. 146, dated 16th February 1889.	
Upper Burma . . .	Ditto . . .	Ditto . . .	G. I. O. No. 313, dated 8th April 1899.	
Locality.	Surveyors, etc., on pay between Rs. 61 to Rs. 100	Surveyors, etc., on pay between Rs. 31 and Rs. 60.	Surveyors, etc., on pay between Rs. 11 and Rs. 30.	Surveyors on pay of Rs. 10
Assam . . .	22 per cent. of permanent pay.	28 per cent. of permanent pay.	42 per cent. of permanent pay.	50 per cent. of permanent pay.
Travancore, Cochin, Wynaad and Coorg.	50 per cent. of pay for all officers.	Revenue and Agriculture letters No. 531-C., dated 16th February 1912, and No. 821—75-2, dated 23rd June 1908, and Secretary of State's Despatch No. 194-Rev., dated 30th December 1904.		

SCHEDULE IV.—TRAVELLING ALLOWANCES.

(a) *Imperial Service.*

Journeys by road and rail.

Designation.	Classification under Art. 1002, C. S. R., and G. I. O., No. 539, dated 18th January 1910.	Daily rates G. I. O., No 539, dated 18th January 1910, and Art. 1063, C. S. R.	Journeys by rail under Arts. 1011-1015, C S. R.	Journeys by road, mileage Art. 1034, C. S. R.
		<i>Rs. a. p.</i>		<i>Rs. a. p.</i>
Surveyor General	I	10 0 0	Double 1st or upper class fare.	0 8 0
Superintendents	I	7 8 0	Ditto	0 8 0
Deputy Superintendents and officers in charge of parties.	I	5 0 0	Ditto	0 8 0
Other Assistant Superintendents.	I	4 0 0	Ditto	0 8 0

Journeys by sea and river steamers.

Designation.	Classification under Art. 1002, C. S. R., and G. I. O. No. 539, dated 18th January 1910	Class of accommodation allowed under Art. 1016, C S. R.	Number of servants allowed at lowest class rates, Art. 1016, C. S. R.	Weight of baggage and tents as laid down in Art. 1070, C. S. R., and C. O. No. 302 (Adm.), dated 30th June 1910.	Table money, Arts. 1022 and 1023, C. S. R.
Surveyor General, Superintendents, Deputy Superintendents, and Assistant Superintendents in charge of parties whose salary is not less than Rs. 1,000.	I	First Class.	3	Mds. 35	If the board includes wine and liquors, $\frac{3}{20}$ ths, otherwise $\frac{3}{20}$ ths, of salary up to a maximum Rs. 8 and Rs. 4, respectively per diem, is recoverable.
Other Assistant Superintendents.	I	Ditto	2	25	Ditto.

(b) *Provincial Service.*

Journeys by road and rail.

Designation.	Classification under Art. 1002, C. S. R., G. I. O. No. 539, dated 18th January 1910, and G. I. O. No. 611, dated 15th February 1913.	Daily rates G. I. O. No. 539, dated 18th January 1910, and Art. 1063, C. S. R.	Journeys by rail under Arts 1011 and 1015, C. S. R.	Journeys by road, mileage, Art 1034, C. S. R.
		<i>Rs. a. p.</i>		<i>Rs. a. p.</i>
Deputy Superintendents and officers in charge of parties.	I	5 0 0	Double 1st or Upper class fare.	0 8 0
Assistant Superintendents and Extra Assistant Superintendents on Rs. 500 pay and over.	I	4 0 0	Double 1st or Upper class fare.	0 8 0
Extra Assistant Superintendents on less than Rs. 500 and probationers.	II	3 0 0	Double 2nd or (where there are 2 classes) Upper class fare.	0 4 0

(b) *Provincial Service*—contd.

Journeys by sea and river steamer.

Designation.	Classification under Art. 1002, C. S. R., G. I. O. No. 539, dated 18th January 1910, and G. I. O. No. 611, dated 15th February 1913.	Class of accommodation allowed under Art. 1016, C. S. R.	Number of servants allowed at lowest class rates, Art. 1016, C. S. R.	Weight of baggage and tents as laid down in Art. 1070, C. S. R., and circular order, 802 (Adm.) dated 30th June 1910.	Table money, Arts 1022 and 1023, C. S. R.
Deputy Superintendents whose salary is not less than Rs. 1,000.	I	First class	3	Mds. 35	If the board includes wine and liquors $\frac{3}{10}$ ths otherwise $\frac{3}{10}$ ths of salary up to a maximum of Rs 8 and Rs. 4 respectively per diem is recoverable.
Deputy Superintendents drawing less than Rs. 1,000 a month.	I	Ditto	2	35	Ditto.
Assistant and Extra Assistant Superintendents whose pay is not less than Rs. 500.	I	Ditto	2	25	Ditto.
Extra Assistant Superintendents whose pay is not less than Rs. 300 but is less than Rs. 500.	II	Middle or second class but if there be only two classes of accommodation the higher class and if there be four classes, second class.	1	25	When board is not provided on the vessel or cannot be availed of owing to caste or other religious scruples, table money drawn for individuals and families for whom passage money is admissible must not exceed the prescribed daily rates and half rates for children less than 6 years of age.
Other officers and probationers.	II	Ditto	1	15	

NOTE.—See para. 1391.

(c) *Upper Subordinate Service.*

Journeys by road and rail.

Officers to whom granted.	Classification under Art. 1002, C. S. R., and G. I. O. No. 539, dated 18th January 1910.	Daily rates.	Journeys by rail under Arts. 1011—1015, C. S. R.	Journeys by road mileage, Art. 1034, C. S. R.	Authority.
Sub-Assistant Superintendents in the selected posts on Rs. 250.	II	R a. p. 3 0 0	Double 2nd class or when there are only two classes, upper class fare.	R a. p. 0 4 0	Revenue and Agriculture Department letter No. 52—146-2 of 12th January 1910. G. I. O. No. 539, dated 18th January 1910.
Other Sub-Assistant Superintendents.	II	2 0 0	Ditto	0 4 0	
Probationers	II	1 0 0	Ditto	0 4 0	

Journeys by sea and river steamers.

Designation.	Classification under Art. 1002, C. S. R., and G. I. O. No. 539, dated 18th January 1910.	Class of accommodation allowed under Art. 1016, C. S. R.	Number of servants allowed at lowest class rates, Art. 1016, C. S. R.	Weight of baggage and tents allowed as laid down in Art. 1070, C. S. R., and C. O. No. 302 (Adm.), dated 30th June 1910.	Table money.
Sub-Assistant Superintendents in selected posts on Rs. 250 pay.	II	Middle or 2nd class, but if there be only 2 classes of accommodation the higher class, and if there be 4 classes the 2nd class.	1	Mds. 15	When board is not provided on the vessel, or cannot be availed of owing to caste or other religious scruples, table money drawn for individuals and families for whom passage money is admissible must not exceed the prescribed daily rates and half rates for children less than 6 years of age (Art. 1023, C. S. R.).
Other Sub-Assistant Superintendents and probationers.	II	Ditto	1	10	

NOTE.—See para. 381.

(d) *Lower Subordinate Service, Sub-Assistant Surgeons and Menials.*

Journeys by road and rail.

Designation.	Daily rates under G. I. O. No. 539, dated 18th January 1910, and Art. 1063, C. S. R.	Journeys by rail under Arts. 1011-1015, C. S. R.	Journeys by road mileage, Art. 1034, C. S. R.
OFFICERS, 3RD CLASS. Officers whose salaries are— <div style="display: flex; justify-content: space-around;"> <div> more than Rs. a. p. 87 8 0 75 0 0 62 8 0 50 0 0 37 8 0 25 0 0 10 0 0 </div> <div> but not more than Rs. a. p. 100 0 0 87 8 0 75 0 0 62 8 0 50 0 0 37 8 0 25 0 0 </div> </div>	Rs. a. p. 1 0 0 0 14 0 0 12 0 0 10 0 0 8 0 0 6 0 In Bombay 6 annas, elsewhere 4 annas.		
Officers whose salaries are not less than Rs. 50.	...	Double intermediate class fare, or if there be, in the train by which he is required to travel, no intermediate between the 2nd and the lowest class, then, where there are two classes, double lower class fare; where there are three classes, double 2nd class fare.	Rs. a. p. 0 2 0
Officers whose salaries are less than Rs. 50 but not less than 10.	...	Double intermediate class fare or if there be in the train by which he is required to travel no intermediate between the 2nd and the lowest class, then, where there are two classes, double lower class fare; where there are three classes double 3rd class fare.	Rs. a. p. 0 2 0

(d) *Lower Subordinate Service, Sub-Assistant Surgeons and Menials—*
contd.

Designation.	Daily rates under G. I. O. No. 539 dated 19th January 1910, and Art. 1063, C. S. R.	Journeys by rail under Arts 1011-1015, C. S. R.	Journeys by road mileage Art. 1034, C. S. R.
OFFICERS, 4TH CLASS. Officers whose salaries do not exceed Rs. 10 and the menials who accompany administrative officers on tour.	Annas 3 when travelling over more than one province and 2 annas when travelling over a single province.	Single fare of the lowest class in the train by which they are required to travel.	Rs. a. p. 0 1 0
Other menials	Nil. Appendix 20, C. S. R.	Ditto and free carriage of their necessary baggage including utensils.	Nil.

Journeys by sea and river steamer.

Designation.	Class of accommodation allowed under Art. 1016, C. S. R.	Number of servants allowed at lowest class rates, Art. 1016, C. S. R.	Weight of baggage and tents as laid down in Art. 1070, C. S. R.	Table-money.
OFFICERS, 3RD CLASS. Officers whose salaries are— more than but not more than Rs. a. p. Rs. a. p. 87 8 0 100 0 0 75 0 0 87 8 0 62 8 0 75 0 0 50 0 0 62 8 0 37 8 0 50 0 0 25 0 0 37 8 0 Not more than Rs. 25 .	Middle or second class, but if there be only two classes of accommodation the lower class; if there be four classes, the third class.	1 1 1 1 1 1 1 1	Mds. 8 8 8 8 8 8 5 5 5	When board is not provided or cannot be availed of owing to caste or other religious scruples, table-money drawn for individuals and families for whom passage money is admissible must not exceed the rates detailed below and (half rates for children less than six years of age. (Art. 1023, C. S. R.) Rs. a. p. 1 0 0 per diem. 0 14 0 0 12 0 0 10 0 0 8 0 0 6 0 0 4 0
OFFICERS, 4TH CLASS. Menials	Lowest class.	Nil.	Nil.	0 4 0

NOTE.—See para. 381.

SCHEDULE V.—DEPUTATION ALLOWANCES.

Officers to whom granted.	Authority.	Amount.	Remarks.
(a) <i>Imperial and Provincial Services.</i>			
Officers employed on special duty or on political missions.	81, C. S. R.	Maximum :— $\frac{1}{2}$ of salary or Rs. 10 a day whichever is less, in ordinary cases.	See para. 308.
(b) <i>Upper and Lower Subordinate Services.</i>			
Officers deputed on political missions.	81, C. S. R.	$\frac{1}{2}$ of salary or a higher rate as fixed by Government.	

SCHEDULE VI.—FIELD SERVICE ALLOWANCES.

Officers to whom granted.	Authority.	Amount.	Remarks.
(a) <i>Imperial Service.</i>			
Assistant Superintendents	G. I. O. No. 554, dated 30th June 1910. R. and A. Department Nos. 475—42-2, dated 26th April 1910.	Rs. 100	See para. 312.
(b) <i>Provincial Service.</i>			
Extra Assistant and Sub-Assistant Superintendents.	100	With an outfit allowance of Rs. 300 if not supplied with tents or Rs. 150 if supplied.
(c) <i>Upper Subordinate Service.</i>			
Sub-Assistant Superintendents in the selected posts on Rs. 250 pay.	100	Ditto.
Other Sub-Assistant Superintendents.	75	With an outfit allowance of Rs. 200 if not supplied with tents or Rs. 100 if supplied.

Officers to whom granted.	Authority.	Amount.	Remarks.
(d) <i>Lower Subordinate Service and inferior service.</i>			
All officers of the Lower Subordinate service.	An increase of 50 per cent. on their pay.	
All officers of the inferior service.	Free rations in addition to their pay and an increase of pay to be fixed by the Surveyor General.	

SCHEDULE VII.—OUTFIT ALLOWANCES.
For Officers attached to Political Missions.

Officers to whom granted.	Authority.	Amount.	Remarks.
(a) <i>Imperial Officers.</i>			
All officers	G. I. O. No. 553, dated 30th June 1910.	Rs. 1,000	See para. 313.
(b) <i>Provincial Officers.</i>			
Provincial Officers on Rs. 500 pay and over.	Revenue and Agriculture Department, No. 175—12-2, dated 26th April 1910.	1,000	
Provincial Officers on less than Rs. 500 pay.	Ditto	500	
(c) <i>Upper Subordinate Service.</i>			
Sub-Assistant Superintendents in the selected posts on Rs. 250 pay.	G. I. O. No. 553, dated 30th June 1910.	400	
Other Sub-Assistant Superintendents.	250	
(d) <i>Lower Subordinate Service.</i>			
All officers	G. I. O. No. 553, dated 30th June 1910.	150	
Sub-assistant surgeons	125	

SCHEDULE VIII.—(a) CALCUTTA HOUSE ALLOWANCE.

Imperial Service.

Superintendent, Map Publication.
Deputy Superintendent in charge
S. G. O.

Deputy Superintendent in charge
D. O.

Deputy Superintendent in charge
P. L. O.

Assistant Superintendent at Headquarters.

Officers holding the appointments noted in the margin are eligible for the Calcutta House Allowance, the scale of which is given below :—

Rate of salary.	Between 1st April and 31st October	Between 1st November and 31st March
	Rs.	Rs.
Under Rs. 300 . . .	40	50
Rs. 300—499 . . .	65	100
Rs. 500—999 . . .	90	175
Rs. 1,000—1,099 . . .	60	175
Rs. 2,000—2,500	150

NOTES.—This allowance is admissible to the three Deputy Superintendents mentioned above in addition to the local allowance of Rs. 100 per month.

Officers of the Imperial Service placed on temporary duty in Calcutta are also entitled to the house allowance for residence at Calcutta.

For detailed rules see appendix 18.

See also para. 315.

(b) PRESIDENCY HOUSE-RENT.

No.	Officers to whom Presidency House-rent is granted	Reference to orders sanctioning allowance.	Amount.	Remarks
	<i>Provincial Service.</i>		Rs.	
1	Deputy Superintendents except the officer holding the post of Chief Draftsman.	Financial Resolution No. 704, dated 22nd February 1866.	60	
2	Assistant Superintendents and Extra Assistant Superintendents on Rs. 500 and over.	Ditto . . .	45	
3	Extra Assistant Superintendents on Rs. 300 to Rs. 450.	Ditto . . .	30	
4	Extra Assistant Superintendents on Rs. 250 and Sub-Assistant Superintendents.	Ditto . . .	20	
	<i>Upper Subordinate Service.</i>			
5	Sub-Assistant Superintendents in the selected posts on Rs. 250.	G.I. O. No. 544, dated 30th March 1910.	20	
6	Other Sub-Assistant Superintendents.	Ditto . . .	10	
7	Probationers . . .	Ditto . . .	10	

CHAPTER IV.

Section 1.—Accounts, Ordinary System.

439. There are two systems of accounts, which will be termed the "ordinary" system and the "special" system. The rules regarding the ordinary system will be found in paras. 440 to 499 and those regarding the special system in paras. 500 to 507.

440. In the ordinary system, travelling allowance and establishment charges are drawn from treasuries on ordinary bills, while contingent expenditure is met out of a permanent advance recouped from time to time by means of contingent bills. This system of accounts applies to all parties etc., whose head-quarters are so situated that funds can be drawn from treasuries or sub-treasuries as required.

441. All bills payable from the treasury should be drawn up separately for gazetted officers and for establishment, which includes Sub-Assistant Superintendents.

442. All bills for advances should be clearly marked as such, to distinguish them from other bills.

443. The officer in charge of a party, etc., will submit to the administrative officer for transmission to the Comptroller, India Treasuries, on form O. 2, quarterly estimates of the probable requirements of his party, etc., for salary, travelling allowances and contingent charges to enable the Comptroller to arrange for the necessary funds being placed at treasuries. These requisitions should include all advances that may be required.

SALARY.

444. Salary bills are drawn on the usual forms from the treasury at which allotment has been made by the Comptroller, India Treasuries, acting under instructions from the administrative officer, *vide* para. 443.

445. The administrative officer concerned may authorise the officer in charge of a party, etc., to make advances of pay, when proceeding to the field, to himself and all officers and menials serving under him, when he considers such advances necessary, subject to the following conditions :—

(a) that the advance to an officer in no case exceeds one month's pay in addition to the salary due to him up to date; and to a menial in no case exceeds two months' pay.

(b) that the advance in no case exceeds Rs. 1,000 for any one officer.

446. Requisitions for such advances of pay for gazetted officers will be made on form O. 41 countersigned by the officer in charge, and for establishment on simple receipts on form O. 3 signed by the officer

in charge. A copy of the sanctioning letter of the administrative officer should be attached to such requisitions. A copy should also be sent direct to the Comptroller, India Treasuries.

447. (a) Officers in charge should submit applications for the amounts of the advances of pay giving details one month before the commencement of the field season. The administrative officer will authorize the total amount (lump sum) of advances required to be drawn from any one treasury, but the whole of the total amount need not be drawn unless it is actually required. Several amounts may have to be authorized as the officer in charge will probably require the amounts from different treasuries. An administrative officer should not, however, be asked to authorize advances being drawn in more separate amounts than necessary; the number of amounts can be reduced by the use of remittance transfer receipts.

(b) When an administrative officer authorises advances of pay, the amount of the advance for each gazetted officer should be mentioned separately, but the amount of the advances for the establishment need only be mentioned in one lump sum.

448. The advances should be disbursed as soon as possible after they are drawn, proper acquittances being taken on acquittance rolls.

449. The limit of the advance to a menial has been fixed at two months' pay to enable a khalasi on recruitment to leave some money with his family and at the same time to ensure that, even if he is working at a long distance from head-quarters, he may not be left without any money to purchase food before his pay reaches him. To fulfil this last condition it will usually be necessary to give a certain amount of the advance to the officer immediately under whom he is working to be doled out to him as required.

450. The advances referred to in para. 454 must only be used in connection with the salary bills for the month in which the advances are drawn, that is, the total amount of these advances drawn during any one month should, even when none or only a portion of the advance has been made use of, be deducted in lump sums from the totals of the establishment salary bills for that month.

451. The total amount of advance drawn by the officer in charge as prescribed in para. 445 on each receipt will be held in the books of the Comptroller, India Treasuries, at the personal debit of the officer in charge, and in order to enable the Comptroller to watch the adjustment of the amount drawn, the advance on each receipt should be shown separately in the adjustment statement (O. 7a) in the order of the date of receipt and, until it has been finally adjusted, an advance should be shown in each month's statement.

452. When a non-gazetted officer or menial is transferred from one party, etc., to another, the advance outstanding against him should be communicated to the officer in charge of the party, etc., to which he is transferred on his last-pay certificate with instructions to include it in

the adjustment statement of the party, etc., a corresponding deduction with sufficient detail being made in the adjustment statement of the original party. When an officer or menial goes on leave or is discharged, the advance against him should be fully recovered as soon as possible.

453. Advances of pay must be recovered in 3 equal monthly instalments, commencing from the next salary bills. If it is impossible to recover advances from the salary bills in three equal monthly instalments then "equal" must be understood to be "as equal as possible." The detailed distributions of advances of pay is left to the officer in charge who will be held responsible for effecting the recoveries of advances from non-gazetted officers and menials, the adjustments being shown in an adjustment statement (form O. 7a).

The "adjustment statements" referred to in paras. 451, 452 and 456 (b) should be submitted to the Comptroller, India Treasuries, with the "change statements."

454. The officer in charge may draw advances from treasuries on simple receipts to cover the payment to lower subordinates and menials who are proceeding on departmental leave or who are being discharged, of the pay that will be due to them. The advances will be adjusted by deductions from the next regular salary bills.

455. The officer in charge of a party, etc., may, from his permanent advance for contingent expenses, make an advance of pay to a soldier-surveyor during the first period of his extra training in accordance with para. 445, subject to the condition that the advance is recovered in three equal monthly instalments from the soldier-surveyor's pay when it is received from his regiment. The officer in charge may also advance, in the event of a soldier-surveyor's pay for any month not being received in time to be disbursed with the pay of the party for that month, an amount not exceeding his pay less any sum that may be due to be recovered that month on account of the advance in accordance with para. 445; such advance will be recovered by the officer in charge when the soldier-surveyor's pay is received from his regiment.

TRAVELLING ALLOWANCES.

456. (a) The officer in charge of a party, etc., may make advances when necessary, when proceeding to the field and during the field season, of amounts sufficient to cover travelling expenses not including daily rates, to himself and all officers and menials serving under him. Advances of amounts not exceeding 30 days' daily rates may also be made to himself and all officers, who are entitled to draw daily rates, when proceeding to the field.

(b) Such advances will be drawn from treasuries on travelling allowance bill forms without showing any details, the different descriptions of advances should be drawn separately, that is, advances to cover "travelling expenses" should not be drawn on the same travelling

allowance bill form as advances of "daily rates." Advances to cover "travelling expenses" will be recovered from the monthly travelling allowance bills for the months in which the charges occur, but the advances of "daily rates" should be treated as advances and kept outstanding for a considerable time as they need not be recovered until within a month of an officer's return to recess quarters. The adjustment of advances of "daily rates" will be shown in the adjustment statement (form O. 7b) and that of "travelling expenses" in form O. 7 (c). All advances of travelling allowances to an officer should be fully recovered before he goes on leave.

457. The advances should be disbursed as soon as possible after they are drawn and an advance to cover the travelling expenses for any particular journey should not be drawn sooner than is necessary.

458. An advance of 30 days' daily rates is really a permanent advance for daily rates for the field season and, until the end of that season, daily rates earned in each month will usually be drawn at the end of the same month.

459. If an advance to cover "travelling expenses" drawn in an abstract travelling allowance bill is in excess of actual expenses or of the amount admissible to an officer (which should seldom occur) then the excess amount should be refunded into a treasury.

460. Abstract travelling bills on forms O. 24 and O. 25 will be cashed at treasuries and the detailed travelling allowance bills headed "not payable at a treasury" giving the number and date and treasury from which the abstract bills were cashed, will be submitted with the monthly bills to the administrative officer for countersignature and transmission to the Comptroller, India Treasuries. The abstract travelling allowance bills will be retained by treasuries and will thus not be available for submission to the administrative officer.

461. All amounts actually drawn on abstract travelling allowance and contingent bills should be shown on the credit side of form O. 9, and only such amounts as are paid by a chalan into the treasury should be entered on the debit side (as also those in para. 496 b). Refunds made by deduction from abstract bills should not be shown on this form.

CONTINGENT CHARGES.

462. The Surveyor General will sanction the amount of the permanent advance of a party, etc., for contingent expenses. This amount will differ during the field and recess seasons and should be drawn at the commencement of the respective seasons by instalments if necessary. Such advances will be drawn by the officer in charge from treasuries on simple receipts supported in each case by a copy of the sanction of the Surveyor General who should forward a copy direct to the Comptroller, India Treasuries. The advance drawn at the commencement of the field season should be refunded into a treasury by the 31st July, or within one month of return to recess quarters, whichever is later, and the

advance drawn at the commencement of the recess season should be refunded at the end of the recess season or on the 31st December whichever is earlier. In the case of the transfer of charge of a party, etc., the relieving officer must send to the Comptroller, India Treasuries, an acknowledgment that the full amount of the advance is due from, and is to be accounted for by himself. An intimation should be sent by the officer in charge through the administrative officer to the Comptroller, India Treasuries, when the permanent advance is refunded into a treasury stating the amount, the date and the name of the treasury into which the amount is refunded.

NOTE.—Officers of the Survey of India who draw separate permanent advances for the field and recess seasons are exempted from furnishing on the 15th April of each year the acknowledgments required under Article 78, Civil Account Code.

463. Officers in charge should submit applications for the amounts of the permanent advances they require during the field and recess seasons two months before the commencement of the respective seasons.

464. (a) The officer in charge of a party, etc., may advance, from the permanent advance, to the officers serving under him such amounts as he considers necessary for their contingent expenses, taking an acknowledgment from each officer concerned.

(b) The amount of permanent advance held by each officer in charge of a party should not be included in the advance statement of the party forwarded monthly to the Comptroller, India Treasuries. When a subordinate officer has been allowed a permanent advance out of the permanent advance held by the officer in charge of a party and when with the change of incumbent an acknowledgment of this advance is sent by the relieving officer to the officer in charge of a party, these acknowledgments need not be sent to the Comptroller, India Treasuries, but should be kept by the officer in charge of the party himself. Only the acknowledgments of officers in charge of parties are required to be sent to the Comptroller, India Treasuries, in the case of transfer of charge of an office under Note to Article 78, Civil Account Code.

465. An officer in charge should submit with the monthly bills to his administrative officer a list giving the names of every officer who has been given an advance and showing the amount of advance each officer has received.

466. The permanent advance will be recouped from time to time by cashing at treasuries abstract contingent bills which should be prepared on form O. 32 and the detailed contingent bills headed "not payable at a treasury" will be submitted with the monthly bills to the administrative officer for countersignature and transmission to the Comptroller, India Treasuries. The abstract contingent bills will be retained by treasuries and will thus not be available for submission to the administrative officer.

467. In the event of any large expenditure (such as the purchase of tents during the recess season or of warm clothing at the beginning of the field season) being necessary which cannot be met from the

permanent advances, the amount required may be drawn from the treasury on an abstract contingent bill.

468. Contingent bills need not be cashed until the money is required, but they must not be kept back if it necessitates the amounts being charged against the budget of a different year, that is, they must not be kept back after the 31st of March, provided the charges have actually been incurred prior to that date.

469. (a) All advances for contingent charges made by the officer in charge to the officers serving under him must be refunded to him on their return to recess quarters or, in the case of an officer proceeding on leave direct from the field, before the officer goes on leave.

(b) An officer in charge should endeavour to arrange to refund the permanent advance in one sum, but, if he is unable to do so without considerable inconvenience, refunds may be made in instalments provided he indicates clearly to what permanent advance the instalment of refund relates.

470. In the event, which should seldom arise, of an officer in charge finding the amount of his permanent advances for contingent expenses insufficient, the Surveyor General has power to sanction the permanent advance being increased by a further amount.

CASH CHESTS.

471. (a) The Government cash chest must contain only Government money, that is, what is still the property of Government. The money will consist solely of the Government balance of cash in hand as shown in the Government cash book (form O 5).

472. Pay, travelling allowance and contingent bills and advances on account of pay (except to gazetted officers), travelling allowances and contingent expenses should be entered in the Government cash book. This cash book is to be regarded, as part of the official records of the party or office it appertains to, and should be duly numbered, entered in the list of records, and be available for inspection when required. It should be formally balanced and closed at the end of each month.

473. Pay and travelling allowances when drawn may be placed in the Government cash chest, and provided sufficient precautions are taken and the amounts are disbursed on the first opportunities; and, in the case of the pay of a gazetted officer, provided that he hands over his pay bills to, and arranges for his pay being drawn by, the officer in charge, the amounts may be considered as Government monies until they are handed over to the officers concerned. The amounts which are not disbursed on the first opportunities are not Government monies and such amounts must not be kept in the Government cash chest but may be placed in the special cash chest.

474. The officer in charge of a party, etc., may also keep a special cash chest in the same custody as the Government chest but on the distinct understanding that the Government has no connection with, nor responsibility for, the same. The special cash chest will contain only

private monies, that is, money already due and paid to the officer in charge himself and the officers and menials serving under him, and drawn as such. The balance of such money will be shown in a private cash book.

475. The special permission of the Comptroller General has been obtained under Note 3 to Article 63, Civil Account Code, to the retention in the hands of officers in charge of parties of undisbursed pay and allowances for more than one month up to a maximum limit of two months, provided there has been no opportunity to disburse such pay and allowances, the amount undisbursed at the end of each month being, however, shown at the foot of the next establishment bill.

476. In ordinary circumstances the following will be regarded as sufficient precautions to be taken for the custody of the Government cash chest of a party, and of Government money :—

- (a) A jamadar and four khalasis should be in charge of the cash chest.
- (b) A jamadar and one khalasi should take the money to and from any treasury with an extra khalasi when the amount exceeds Rs. 1,000.
- (c) Two khalasis should take the money about in the field with an extra khalasi when the amount exceeds Rs. 1,000.

The khalasis mentioned above, should be reliable and if possible permanent menials.

GENERAL RULES.

C. C. No. 26
(Adm.), dated
29th March
1882.

477. In the preparation and despatch of monthly papers in each office, the cash accounts should take precedence for despatch over all other documents so that they may reach the office of the Comptroller, India Treasuries, on the dates fixed for their submission.

G. I. O. No. 34,
dated 8th
November 1881,
and addendum
dated 12th May
1882.

478. Funds drawn from the Government treasury to meet expenditure upon public account must not be lodged in any bank. When it is convenient to the public service to lodge such funds in a bank, special sanction must be obtained beforehand. The personal convenience of an officer is not a ground for permitting an account to be opened with a bank.

D. O. No. 183,
dated 9th July
1869,
Art 79,
C. A. C.

479. The strictest economy consistent with efficiency is imperative on officers in charge of parties; every officer should be as careful in the expenditure of public money under all heads as he would be of his own under like circumstances.

Arts. 84 and
84-A., C. A. C.

480. All charges incurred must be paid and drawn at once, and under no circumstances may they be allowed to stand over to be paid from the grant of another year. No money should be withdrawn from the

treasury unless it is required for immediate disbursement nor should it be drawn to prevent the lapse of budget grants.

C. M. No. 1,
dated 24th
February 1912.

NOTE.—Care should be taken to have payments regularly made throughout the year instead of being allowed to drift into the last month or two. There is no direction in which a more substantial or more immediate economy in the use of public money could be effected than by avoiding a rush of expenditure towards the close of the year.

No. 285, dated
11th March
1887.

481. Officers to whom advances have been made, or to whom public money has been in any way entrusted, shall, as a general rule, be held personally responsible for such money, if it happens to be lost or stolen while in their immediate custody, or from a police station in which it may have been placed by their order, unless they can clearly show that every reasonable precaution was taken by them for its safe custody.

482. Money should be sent whenever it is possible to do so by remittance transfer receipt, cash order on a sub-treasury, or by money order where there is no Government treasury. This should be done only in the case of remittances of purely Government account and in the case of remittances of pay and allowances of members of a survey party who are working at a distance from the head-quarters of the party. When money-orders are used they should ordinarily be postal money orders; but in emergent cases where the delay incurred by sending an ordinary postal money order would cause extra expense to Government, officers in charge of parties are authorized to send telegraphic money orders.

C. O. No. 58
(Adm.), dated
3rd October
1885, and letter
No 421-E-S.,
dated 24th
March 1908 from
the Collector of
Stamp Revenue,
Calcutta.

483. Commissions on money orders may be charged in the contingent bill. No separate stamped receipt for payments above Rs. 20 is necessary as an endorsement by the payee on a postal money order is a receipt within the meaning of the term in section 2 (23) of the Indian Stamp Act and is a sufficient acknowledgment.

484. Public money advanced to an officer must never, on any account, be appropriated to his private use. Irregularities of this nature are liable to be punished with dismissal, and any officer offending in this manner will be very severely dealt with.

G. I. O. No. 605,
dated 28th
November 1912.
Financial
Department
Cir. No. 1666,
dated 19th
August 1872.
Arts 20 and
279, C. A. C.

485. Any defalcation or loss of public money must be immediately reported, even when such loss has been made good by the person responsible for it; and when the matter has been fully enquired into, a further and complete report should be submitted, showing the nature and extent of the loss, and the errors or neglect of rules by which such loss was rendered possible, and the prospects of effecting a recovery. In the event of recovery being impracticable, sanction should be applied for to write off the amount lost.

C. O. No. 127
(Adm.), dated
27th September
1894.

486 Administrative officers will forward a copy of the preliminary report on the above at once to the Comptroller, India Treasuries, as required under Article 20, Civil Account Code.

D. O. No. 289, I
dated 25th June
1872.
D. O. No.
205, dated 20th
November 1869,
Cir. No. 552,
dated 1st July
1872.

487. Public charges are not to be defrayed from private funds. Unsanctioned charges must not be drawn after they have been disallowed by the Comptroller, India Treasuries, until proper sanction has been obtained.

D. O. (G. T. S.),
dated 10th June
1888, and No. 6,
dated 26th June
1883.

488. Bills must be entered in the monthly accounts for the month in which they are cashed. Executive officers should bear this in mind with reference to their budget allowances, and to the fact that the financial year commences on the 1st April.

No. 119, dated
18th September
1869.
Art. 21, C. A. C.

489. Erasures are not allowed in documents which are vouchers for any payment or statement of account. If it be unavoidable to place on record any such paper containing an erasure, the place erased should be marked by the initials of the officer whose signature is attached to the document. Preferably the figures should not be erased, but scored out in red ink and initialled.

D. O. No. 319.
Topo. No. 112,
Rev., dated 11th
December 1873.

490. All communications with the Comptroller, India Treasuries, regarding the cashing of bills by executive officers from treasuries should be transmitted through the administrative officers and not direct.

Art 415, C. A. C.

491. Objections raised by the Comptroller, India Treasuries, in auditing survey party accounts will be communicated in an objection statement, one for each party. The objection statement will be sent through the administrative officer, and not direct to the party, and will be similarly returned through the administrative officer.

492. An item in an objection statement which merely requires to be complied with, such as a refund, or when a document which the officer can attach is called for, should be disposed of on the objection statement, but when an item requires special consideration, such as a sanction that has not previously been granted, then the officer in charge should submit an explanation in a letter giving full particulars.

493. No claim against Government, not preferred within six months of its becoming due, can be paid without the sanction of the account officer. This does not apply to claims for pension.

Art. 5 C. A. C.
C. I. T.'s No.
T. M. 1818, dated
9th March 1912.
G. I. O. No. 246,
dated 11th
March 1896.
Arts 5, 279 and
972, C. A. C.

494. An account officer shall unless he receives special orders from the Surveyor General, refuse to investigate claims to arrears of pay, allowances, or to increments of pay, which have been allowed to remain in abeyance for a period exceeding one year. An account officer should not issue an order for the recovery from any officer of pay and allowances erroneously drawn more than six months before the issue of the retrenchment order, without first obtaining the sanction of the Surveyor General who has power to direct the amount to be written off, if he considers that the recipient was not in fault.

Arts. 56 and 58,
C. S. R.

495. No officer is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority. The sanction of his immediate superior is sufficient authority for any officer or subordinate proceeding on duty beyond the limits of his charge, but within those of the jurisdiction of such superior.

496. The following are the rules concerning the examination of contingent bills, expense statements, change statements, etc., etc. Executive officers should therefore see to their monthly returns being prepared so as to meet the requirements of these rules :—See also paras. 536, etc.

(a) *Contingent bills*.—(i) That all charges have been compared with vouchers as far as received; (ii) that all vouchers above Rs. 10 are appended; (iii) that to vouchers above Rs. 20 stamps have been affixed; (iv) that all vouchers for service postage stamps, State telegrams and telegraphic money orders have been furnished; (v) that certificates of payment have been submitted in absence of vouchers; (vi) that the certificate for office-rent is submitted for signature of the administrative officer; (vii) that English translations accompany vernacular vouchers; (viii) that the vouchers have been initialled by the executive officers; (ix) that the prescribed contingent abstract headed “not payable at treasury” is annexed and that the total thereof agrees with total of the contingent bills, and (x) that recurring contingent charges (excluding menial charges) and ordinary contingent charges (including menial charges) are drawn separately.

C.I. T.'s No. T.
896, dated 2nd
October 1913.

(b) That the treasury officer's receipt is appended for payments made into the treasury on account of sale of condemned unserviceable stores, etc., and that such transactions have been shown on the debit side of form O. 9 with a note of the nature of the remittance.

(c) That all previous totals from the preceding month's expense statement have been correctly brought forward.

(d) That the totals for the month and expenditure to date in the expense statement are correct.

(e) That permanent advances are refunded to the treasury at the beginning and end of the field season, *vide* para. 462.

(f) That the total of each detailed bill has been compared with the total of each corresponding abstract bill to see that the amounts agree.

(g) That the detail contingent and travelling allowance bills show the number and date of payment and treasury of payment of the corresponding abstract bill.

(h) That the amounts shown in the adjustment statements (O. 7a, O. 7b and O. 7c) are correct as compared with treasury chalans and travelling allowance bills.

(i) *Change statement*.—That all the changes which have taken place have been noted in the change statements which are submitted to the administrative officer at the time of presentation of pay bills to treasury officers.

(j) That all bills and vouchers have been consecutively numbered as prescribed in this office circular letter, dated the 16th May 1882, to Topographical Survey Parties, and Branch Order No. 22, dated 19th May 1882, to Revenue Survey Parties.

C. I. T. No. Mis.
279, dated 23rd
September 1897.

(k) In cases where exception has been taken by the administrative officer to any charge, they should be marked and the nature of the objection noted against them in the bill.

497. It is necessary to specify in an "abstract bill" the classification of charges on which the total amount of the bill is to be spent, and the amount drawn for each classification of charges should be separately shown in the bill; otherwise it is unnecessary to show any details in an abstract bill. A "detailed bill" subsequently submitted in adjustment of the total amount drawn in an "abstract bill" should show full details as regards the number, date and item or items of the "abstract bill" against which the "detailed bill" is furnished. Vouchers are not attached to an "abstract bill" but the necessary vouchers are attached to the "detailed bill." Vouchers for all items above Rs. 10 should be forwarded by the officers in charge of parties with the "detailed bills" to the administrative or controlling officers who will retain in their offices vouchers up to Rs 100 and forward vouchers above Rs. 100 to the office of the Comptroller, India Treasuries, with the "detailed bills." In cases where the "detailed bills" of the offices of the administrative officers would be forwarded to the office of the Comptroller, India Treasuries, direct, and not through the Surveyor General's office, vouchers for all items above Rs. 10 should be forwarded with the bills.

G. I. C. No. 452,
dated 17th Sept-
ember 1900.

498. All expenses connected with the revision of cantonment maps should be kept separate from those connected with the proper topographical work of the parties through whom the revision is carried out.

499. The following documents will ordinarily comprise the accounts to be submitted to the administrative officer at the beginning of each month :—

T. A. bill for gazetted officers.	Expense statements.
Vouchers for do.	
T. A. bill for non-gazetted officers.	
Vouchers for do.	List of outstanding advances for contingencies.
T. A. bills, excess moiety	Change statements.
Vouchers for do. } if any	Adjustment statement of pay (O. 7a).
Contingent bill.	Do. do. daily rates (O. 7b).
Vouchers for do.	Do. do. travelling expenses (O. 7c).
Abstract classification of contingent charges.	NOTE.—Adjustment statements must always accompany change statements.
Budget memorandum.	

Section 2.—Special Accounts System.

500. The special system of accounts will be resorted to only in exceptional circumstances and will be governed by the following rules which deal only with travelling allowances and contingencies, and take the place of the rules laid down in paras. 456 to 470.

501. The Surveyor General may, in very special cases which will ordinarily occur only when a party, etc., is at such a distance from a treasury as to render the ordinary system impracticable, sanction the officer in charge being supplied with funds by means of letters of credit as described in Article 412, Civil Account Code, to meet the travelling allowances and contingent expenses of all officers and menials serving under him. The officer in charge should, from time to time out of these funds, place at the disposal of the officers serving under him such amounts as he considers necessary to meet the travelling allowances and contingent expenses in the field. The officer in charge is responsible that money is not drawn much in excess of probable requirements. This applies to funds supplied to the officer in charge as well as to amounts placed at the disposal of other officers. These sums should be shown in the cash book.

502. The officer in charge from his funds, and the officers serving under him from the amounts placed at their disposal, should disburse contingent expenses as they are incurred and may, during any month, advance to themselves and others, lump sums on account of travelling allowances not exceeding the amounts which will be earned during that month, such advances being adjusted by the officer in charge by the submission of travelling allowance bills in proper form. The adjustment of amounts advanced on account of travelling allowances should be shown in the cash book and in the subsidiary accounts.

503. Each officer should submit a monthly account to the officer in charge showing all the expenditure he has incurred supporting the same with his contingent bill and all necessary vouchers and endorsing at the foot of the account a certificate to the effect that the cash balance as shown in the account has been verified by actual counting of the cash in hand. Such officers should, if possible, arrange to send their accounts in time so as to reach the officer in charge before the end of the month, to enable him to incorporate them in his monthly bills. The disbursements and advances must be for *bonâ fide* contingent expenses and travelling allowances debitable to Government, and must not include anything on private account or for the private benefit of officers or menials. All officers are responsible for seeing that this condition is strictly observed. The cash balance must include only Government money; that is, what is still the property of Government, and must be quite separate from any private money an officer may hold.

504. The officer in charge must keep up a subsidiary account of the amounts he places at the disposal of each of the officers serving under him and, as soon as he receives their monthly accounts, he should enter the amounts accounted for against each officer's account and see that the balance shown in the subsidiary account agrees with the cash balance in hand certified by the officer as verified by actual counting, *plus* the amounts (if any) which have subsequently been remitted to him, *plus* the amounts (if any) which are held under objection against him. There should be a separate ledger for each officer's subsidiary account. The officer in charge should incorporate the transactions in the monthly bills which he submits to the administrative officer for counter-signature and submission to the Comptroller, India Treasuries. The balance shown in the account current (form O. 7) should agree with the actual cash balance in his hand, *plus* the total cash balances certified by the officers serving under him to be in their hands, *plus* the amounts (if any) subsequently remitted, *plus* the amounts (if any) held under objection, less the undisbursed amounts (if any) of pay and travelling allowances, a certificate to this effect at the foot of the account current being endorsed by him.

505. The officer in charge should submit to the administrative officer with the monthly bills, a list giving the names of every officer who has had any amount placed at his disposal and showing the cash balance of such officer's last monthly account, the amounts (if any) which have subsequently been remitted to him and the amounts (if any) which are held under objection against him.

506. The final cash balances must be refunded to the officer in charge by all the officers serving under him on return to recess quarters or, in the case of an officer proceeding on leave direct from the field, before the officer goes on leave.

507. Advances of pay, travelling and other allowances and for contingent expenses to officers proceeding on lengthy exploration or special duties are not subject to these rules. In the event of such advances being necessary, the circumstances of each case must be taken into account and the advances should only be made with the sanction of the Surveyor General.

Section 3.—Budget.

508. (a) Budget estimates are to be submitted on form O. 13 in triplicate and explanatory notes in duplicate to the administrative officer on no account later than the 1st August of each year, with a transmitting

(d) A detailed statement (form O. 48) showing how the estimated expenditure against the several classes under head (II) C have been arrived at, should be submitted, the amounts for leave pay and increments being shown as separate items.

(e) In the above detailed statement the names of men in superior service both permanent and temporary, with their pay should be given, but the numbers of menials only are required.

(f) Temporary men must not be mixed up with the permanent, and details of the menials estimated for should be shown for each squad separately.

(g) *Head (III)* — The column of "Budget Estimate" should be left blank in respect of the 6 items marked with an asterisk against each, but the duration of the field season and the locality in which each member of the Imperial, Provincial and Upper Subordinate services of the party will be working must always be given in the column of "Remarks". They will be estimated for at the offices of administrative officers who will submit to the Surveyor General's Office, a detailed statement showing how they are arrived at. The other items under this head must be filled in before submission of the budget estimate, giving details of local and travelling allowances of Lower Subordinate Service in the statement where the details of pay will be shown.

(h) Any increase or decrease in any item over the sanctioned estimate for the previous year should be explained in a statement (form O.47) to be attached to the estimate.

(i) Executive officers are not restricted to the individual amount of salary, nor to the number of recipients of each amount as specified under the head of Lower Subordinate Service, nor yet to a monthly average of the aggregate, as the limits of any one monthly bill; but they are restricted to the annual budget allotments of their respective parties under that head. The amounts saved during the recess months may be utilised during the field season.

(j) None but authorized charges as regards establishments are to be included in the estimate, the expenditure for which sanction is solicited being separately noticed.

(k) All charges must be set forth in the fullest, clearest and most careful detail that is practicable.

(l) The travelling charges for the Lower Subordinate Service are to be estimated for in each party according to the probable duration of the field season.

(m) The local allowances for the Lower Subordinate Service are to be estimated for according to the probable period for which they will be required.

(n) If it be in contemplation to transfer a party from one province to another, all probable travelling expenditure consequent on such transfer should be duly estimated and provided for.

D. O. No. 261,
dated 18th
October 1869.

D. O. No. 14,
dated 30th
October 1861.

(o) In estimating for supplies and services and contingencies the charge for each item should be carefully considered with special reference to the nature of the work to be performed and to local circumstances.

G. M. No. 2272,
dated 7th
July 1904.

(p) A small provision for necessary repairs of all principal Great Trigonometrical Stations falling within the area under survey should be made under the head "Building survey stations and pillars."

D. O. No. 228,
dated 14th
July 1870.

(q) The cost of medicines required are to be entered in the estimate, but the medicines are not generally to be paid for in cash; the transaction is to be considered as one of book-debit.

Art. 159, C. A. C.

(r) The estimate is to include all charges whatsoever, permanent and contingent. No expenditure of any kind can afterwards be sanctioned, unless provision for the same has been duly made in the annual estimate; and every indent, or application involving expense, requires to be accompanied by a distinct declaration that the charge is included in the budget estimate, without which it cannot be recommended or passed.

(s) No provision is to be made in the budget estimate for instruments, books, or other stores issued from the Mathematical Instrument Office. These charges are provided for in the general departmental budget. No expense on account of printing is to be provided for, but provision is to be made for petty articles of country stationery only, for which a small monthly average allowance may be estimated.

509. The unexpended portion of a budget grant for any year lapses after 31st March, and all cash payments after that date, for whatever month of the preceding year they may be, are charged against the new financial year. Book-debit charges which are adjustable by the Comptroller, India Treasuries, are debitable to the year in which the supplies are made.

510. Revised budget estimates are to be submitted on form O. 44 in triplicate to the administrative officer on no account later than the first week of October each year.

In preparing the revised estimate, the grants sanctioned under each budget head must on no account be exceeded without previous sanction.

C. O. No. 134
(Adm.), dated
24th April 1876.

511. Particulars in the column of "Details" should be given, as this information is required for the column of "Actuals for 6 months," but the column of "Probables for 6 months" should be left blank against heads (I) and (II) A and B of the form. Similarly, the particulars in the columns "Probables for 6 months" against the following four items under head (III) should be left blank, but the duration of the field season and the localities in which each member of the party will be working should be noted in the column of "Remarks":—

Local allowance to gazetted officers.

Ditto ditto establishment { Probationers (Provincial).
Upper Subordinates.

Travelling allowance to gazetted officers.

Ditto ditto establishment { Probationers (Provincial).
Upper Subordinates.

The totals in the columns "Revised Estimate" against the heads referred to above should be left blank, as well as the grand total.

No. 103 of 15th June 1865.
G. I. O. No. 215, dated 24th May 1894
Financial Resolution No. 2225 A., dated 15th May 1897
Art. 159, C. A. C.
No. 294, dated 25th April 1897.

512. The orders of Government are distinct and positive that the expenditure of departments and establishments must be restricted within the allotted budget grant. The budget estimates must always be considered as authoritative for purposes of controlling expenditure, and not the revised estimate, which is merely a forecast of what the actual results of any year are likely to be, and the passing of which does not sanction increased expenditure.

In exceptional cases, when there is a prospect of the budget grant being exceeded without a reduction of the establishment, officers in charge of survey parties shall at once make known the circumstance to the administrative officer and solicit his orders. Without previous intimation and sanction, no application for an additional grant can be submitted to Government, and any excess of expenditure over the budget must remain at the responsibility of the executive officer.

R. and A. Dept. No. 528-C, dated 16th February 1912.

513. All extra expenditure connected with Survey of India parties accompanying military expeditions, which would not have been incurred but for the field operations, will be borne by the Army Estimates.

G. I. O. No. 593, of 23rd January 1912.

514. Circle Superintendents have power under Article 282, Civil Account Code, to sanction re-appropriation of a routine character between detailed heads under the same major head in the sanctioned budget estimate subject to the following conditions:—

- (a) that savings under salaries of gazetted officers and establishment shall not be re-appropriated to other classes of expenditure;
- (b) that savings on non-recurring expenditure under "Supplies and Services", "Contingencies" and other detailed heads, shall not be re-appropriated in order to provide for additional recurring expenditure under "Salaries," "Establishments" or on any other account, and
- (c) that it will be open to the Government of India to require, in any time of financial pressure, that the exercise of these powers of re-appropriation shall be suspended.

Arts. 159 and 282, C. A. C.

515. These re-appropriations of budget grants must be made by the Superintendents so far as their respective circles are concerned before the end of the year, intimation of such re-appropriations being always communicated to the Comptroller, India Treasuries, and the Surveyor General. The re-appropriations of budget grants amongst the different circles and offices can be made only by the Surveyor General.

Section 4.—Salary Bills.

Art. 26, C. A. C. 516. Salary bills may be signed at any time on the last working day of the month by the labour of which the salary is earned and are due for payment on the next working day. In the following cases only may the salary due to date be paid before the end of the month, *viz.* :—

- (a) When an officer proceeds out of India on leave (other than privilege leave) or on deputation.

NOTE—The salary of an officer proceeding on combined leave out of India with a last-pay certificate entitling him to draw his privilege leave allowance from Home treasury, may be paid up to the date of his making over charge.

- (b) When an officer is transferred from the Civil Department to the Military, Public Works, Marine or Postal Department or is transferred in the Civil Department to another audit circle.

- (c) When an officer finally quits the service of Government, or is transferred to Foreign Service.

- (d) In all Provincial headquarters, salary and establishment bills which require to be pre-audited, may be signed and presented for payment three days before the last working day of the month to which they relate.

G. I. O. No. 404,
dated 20th Nov-
ember 1903.

G. I. O. No. 232,
dated 5th June
1895.

C. O. No. 19
(Adm.), dated
3rd January
1886.

517. Salaries and other allowances (including travelling) of gazetted officers are only payable to the officers themselves or at their written request or order, to some well-known banker or agent.

518. Salary bills of all gazetted officers and Sub-Assistant Superintendents are drawn separately for each officer on form O. 10 and presented monthly to authorized treasuries for payment.

- (a) The salary bill of a Sub-Assistant Superintendent must be countersigned by the officer under whom he may be serving.

- (b) A one-anna receipt stamp must be affixed to each bill.

- (c) On the last day of each month, all officers must send intimation to the officer in charge, of the amount drawn in their salary bills for that month, with specification of details.

C. O. No. 19
(Adm.), dated
3rd January
1886.

519. The salaries of Lower Subordinate establishment must be drawn on form O. 11.

Inferior officers whose pay does not exceed Rs. 10 should be omitted from the pay bills sent to the treasury, but their number and aggregate pay must be entered. On these bills the following certificate must be prominently recorded :—

“Certified also that all persons on pay not exceeding Rs. 10 for whom pay has been drawn on this bill have actually been entertained during the month.”

Art 61, C. A. C.
D. O. No. 302,
dated 18th Nov-
ember 1872.

520. When the name of any person appointed whether permanently or on probation to superior service appears for the first time in an establishment bill, either reference must be given to a previous appointment held by him (which should be supported by a last-pay certificate), or if he did not previously hold any appointment, or is re-employed after resignation or forfeiture of past service, a health certificate on form O. 91 must accompany the bill.

C. O. No. 233
(Adm.), dated
29th October
1904.

521. (a) The names of the incumbents of all appointments, whether on leave or not, should be mentioned in the pay bills of both permanent and temporary establishments in the first column ; in the third column for "pay, acting and leave allowance claimed (separately)" the salary or leave

Superior Establishment.

1. Surveyors.
2. Traversers.
3. Computers.
4. Draftsmen.
5. Clerks.
6. Sub-assistant surgeons.
7. Local allowance to superior establishment.
8. Temporary increase of pay to ditto.

Menial Establishment

1. Menials.
2. Temporary increase of pay to menials.

allowance claimed for each person for the month whether drawn or not ; and in the fourth column for "Pay, acting or leave allowance held over for future payment" the amount not drawn but held over for subsequent payment should be stated. The sixth column should show the amounts actually drawn for each section. When salary is drawn for a portion of a month only the rate at which it is drawn and the number of days for which it is claimed should be stated either against the name of the employé in the "body of the bill or in a note at foot of the bill. The totals of amounts drawn for superior and menial establishment and also for each of the heads noted in the margin should be separately shown in red ink.

(b) Pay bills for all temporary establishments should be made out separately from permanent establishment bills.

D. O. No. 328,
dated 12th Feb-
ruary 1874.
C. O. No. 121
(Adm.), dated
25th January
1894.
Art. 58, C. A. C.
C. O. No. 9
(Adm.), dated
30th January
1879.

(c) Local allowances, deputation allowances, fixed travelling allowances, house-rent allowances, compensation for dearness of provisions and clothing allowance (to sub-assistant surgeons) should be drawn in the regular pay bills and not in separate bills.

(d) The following certificates should invariably be attached to the bills submitted to treasury officers, whenever they may be wanted :—

(i) A certificate stating that the local allowance claimed by an absentee on privilege leave has not been drawn by his substitute, or a certificate of the fact, if he has no substitute, that none has been appointed.

(ii) Certificates of dates of departure on, and return to duty from, leave of every description.

(iii) Certificates of dates of making over and assuming charge or of ceasing to do duty in one party and commencing in another, in all cases of transfers from one appointment or party to another.

In cases (ii) and (iii), whether "forenoon" or "afternoon" should be specified.

522. A statement of leave of absence on form O. 13 should accompany the establishment salary bill.

Art 60, C A C
C. O. No. 32
(Adm.), dated
11th October
1882

523. Acquittance rolls showing the name in full of every man on the establishment, and the pay due to him, are to be made out monthly for record in the party ; they should be preserved by the officer in charge of the party so long as the party exists, and then lodged in the offices of administrative superintendents concerned. The signatures or marks

of all men paid by the officer in charge should be affixed to them, and opposite the names of those working in separate squads, notes should be entered having reference to the number and date of the squad acquittance rolls bearing the signature or marks of the several individuals.

D. O. No. 10, dated 20th August 1862.
G. I. O. No. 442, dated 28th September 1905.
C. M., dated 30th December 1855.
C. O. No. 29, dated 19th June 1868, and addendum.
G. I. O. No. 194, dated 4th February 1893.

Stamps of the value of one-anna should be affixed to acquittance rolls by recipients of salaries over Rs. 20 per mensem; each stamp to bear the signature of the recipient.

524. (a) Deductions for pension or other funds are to be entered in all salary bills; also for income-tax under Act II of 1886 and Accountant-General's Circular No. 107, dated 22nd February 1886. (For table see Appendix 3.)

(b) Local allowances and rewards for passing examinations (para. 437) are liable to taxation.

G. I. O. No. 417, dated 9th March 1904.
Art. 32 (a), note 1, C. A. C.

(c) Any allowance or salary paid in the United Kingdom or in a colony to an officer on leave or duty in that country or colony is not liable to Indian income-tax. The salaries of employés of the Government of India serving in places beyond the geographical limits of India, where the Income-Tax Act 1886, is not in force, are not liable to the tax.

C. O. No. 76 (Adm.), dated 8th June 1887.
Art. 65, C. A. C.

525. Arrears of pay should be drawn in separate bills, and not included in the regular monthly bills, and in the form accompanying the circular order quoted in the margin.

C. O. No. 233 (Adm.), dated 29th October 1904.
Art. 65, C. A. C.

526. These bills should show clearly and separately the amount claimed for each month, with a quotation of the bill from which the charge was omitted or withheld or on which it was refunded by deduction, or of any special order of Government granting a new allowance.

527. All pay should be disbursed by the officer in charge of a party or by his assistants.

Comptroller General's Circular No. 212, dated 18th July 1874, and Circular No. 169, dated 12th April 1874.
G. I. O. No. 11, dated 19th November 1878.

528. On receipt of every Government Gazette, the Comptroller, India Treasuries, issues a notice in the form of a salary slip to all gazetted officers whose salaries are changed and no officer can draw an increased rate of salary without this authority.

If the rate of deductions alters from any reason, or if an officer reverts, without a new order to his former scale of pay, no notice is issued.

D. O. No. 121, dated 5th December 1867.

529. Officers in charge of treasuries are debarred from accepting deposits of pay from public officers.

Section 5.—Travelling Allowance Bills.

530. Detailed travelling allowance bills headed "not payable at a treasury" should be drawn up on forms O. 24 and O. 25 and submitted to the administrative officer not later than the 5th of each month. Every executive officer should satisfy himself before submitting them that they have been drawn in strict conformity with the following orders, *viz.*—

C. O. No. 138 (Adm.), dated 26th November 1895.

(a) That three sets of bills are submitted, one for gazetted officers, including Extra Assistant Superintendents, on form O. 25, another for Sub-Assistant Superintendents on the

same form, and the third for the Lower Subordinate establishment on form O. 24.

- (b) That advances to cover "travelling expenses" referred to in para. 456 have been deducted from the travelling allowance bills for the months in which the charges occur and not in any subsequent month.
- (c) That all bills and vouchers have been consecutively numbered as prescribed in this office circular letters Nos. 1356 to 1363, dated 16th May 1882, to officers in charge of Topographical Survey Parties, and Branch Order No. 22, dated 19th May 1882, to Revenue Survey Parties.
- (d) That the bills have been drawn up in accordance with footnote and certificates printed on the forms.
- (e) That personal travelling allowance bills above Rs. 20 have been duly stamped.
- (f) That the articles of the Civil Service Regulations under which the charges have been made have been quoted.

G. I. O. No. 49
dated 14th
March 1883
para 3,
C. M.
No. 3344-S.
dated 2nd
November 1897.

- (g) That all charges for conveyance of luggage, either by rail or steamer, are supported by receipts from railway and steamer authorities.

NOTE.—Receipts for tickets for journey by steamer (whether by sea or river) are not required when the fares are given in the published time tables together with the information whether they include board and wines.

- (h) Charges for baggage must be supported by a certificate from the officer in charge stating whether or not the assistants drawing the charges travelled with camp equipment.
- (i) Whenever excess moiety and "actual" travelling allowance bills are submitted, the actual weight of baggage, etc., carried must be specified, and the original vouchers attached.
- (j) That travelling allowance at daily rates is not drawn for any day for which travelling charges for journeys by land or water have been drawn, and *vice versa*, except as provided in para. 372.
- (k) Whenever any officer, for a journey in the field, exchanges his daily allowance for the allowance admissible under Chapter LIII, Civil Service Regulations, a certificate on form O. 28 authorising it, should be appended for signature of the administrative officer, to the bill in which the allowances are drawn. Separate certificates should, however, be sent for gazetted officers and for establishments.
- (l) Officers travelling by the North-Western and Frontier Railways should endorse a certificate of correctness of the railway fares charged on each travelling allowance bill.

D. O. No. 355,
Topo., dated
30th June 1875.

C. O. No. 238
(Adm.), dated
12th December
1904.

C. O. No. 159
(Adm.), dated
29th July 1898

C. O. No. 90
(Adm.), dated
16th April 1889.

(m) That travelling allowances for temporary establishment are drawn in a separate bill with the words "Temporary establishment" inserted on the top of it.

(n) That the object of the journey, the date of commencement and its duration are stated in the bills.

(o) That the weight of baggage, rate per maund, and whether it is carried by goods or passenger train are stated.

(p) That any other charges, such as for coolies, etc., are given in detail.

531. The following documents should also be attached to the detailed travelling allowance bills:—

(a) Copy of administrative officer's sanction for conveyance of horses by rail under para. 350.

(b) Copy of Surveyor General's sanction for rail fares, etc., for lower subordinates and menials under paras 353 and 354.

C. O. No. 186
(Adm.), dated
6th August 1900.

532. Arrears of travelling allowances should be drawn separately in arrear bills.

Section 6.—Contingent Expenditure and Bills.

C. O. No. 24
(Adm.), dated
22nd September
1881.

533. Detailed contingent bills headed "not payable at a treasury" should be drawn up on form O. 30 and forwarded not later than the 5th of each month to the administrative officer accompanied by an abstract of charges headed "not payable at a treasury" (form O. 32).

C. O. No. 26
(Adm.), dated
29th March 1882.

534. Charges for months embraced in two financial years cannot be entered in one bill.

D. O. No. 9,
dated 5th August
1862.

535. Contingent bills are to be drawn in accordance with the budget classification. (See also para. 496.)

C. M., dated 23rd
July 1871.

Act. 88, C. A. C.

536. (a) Vouchers for all sums above Rs. 10, countersigned by the officer in charge, must be attached to contingent bills; when they are not obtainable, certificates on form O. 34 should be submitted. For smaller sums the following certificate only is necessary. All vouchers for service postage stamps, telegrams, and telegraphic money orders must be submitted:—

I certify that the expenditure charged in this bill could not, with due regard to the interests of the public service, be avoided. I have satisfied myself that the charges entered in the bill have been really paid. Vouchers for all items of expenditure above Rs. 10 in amount, and all sums paid for postage stamps are attached to the bill. I have, as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or defaced so that they cannot be used again.

G. I. O. No. 33,
dated 27th Octo-
ber 1881.

(b) The issue of duplicates, or copies of receipts or vouchers, in lieu of those alleged to be lost or missing, is strictly prohibited. If any necessity for such a document arises, a certificate may be issued stating that from the accounts or other records it has been found that a payment was made on a specified date of a certain sum on a certain account.

This order does not apply to cases where, under existing rules, duplicates are required to be prepared with the original.

(c) Items in contingent bills not duly supported by vouchers from the payees will be disallowed without further reference, unless the absence of the vouchers be satisfactorily explained in covering letters, and items supported by vernacular vouchers will be similarly dealt with, unless an English translation of each vernacular voucher be appended thereto.

Art. 93 (n), C.
A. C.

537. A certificate for the amount of office-rent must be attached on form O. 35. The first charge in every year made in the contingent bill, should be supported by a certificate from the executive engineer of the station that a suitable public building was not available for the purpose required.

538. The Surveyor General has power to sanction the renting of an office up to Rs. 100 per month. Any expenditure beyond this requires the sanction of the Government of India.

539. A building should only under exceptional circumstances be used partly as an office and partly as a private residence and then only with the previous sanction of the Surveyor General.

Art. 93 (m) (b)
C. A. C.

Whenever such sanction is accorded, one half the total rent will be borne by the officer who uses part of the building as a private residence.

540. Charges on account of the carriage of Government property (including office records between recess quarters and the field and *vice versa*) are to be drawn in contingent bills, subject to the rules in force as regards vouchers, etc.

541. Charges for tahsil chaprasis and line-cutting coolies being of a contingent nature, should be entered and drawn for in contingent bills as "Muzkuries" and "Line-cutting coolies," respectively.

G. O. No. 305
(Adm.), dated
24th October
1910.

542. Pay of all sweepers whether on pensionary footing or not and of elephant establishments, *i.e.*, mahouts and charcutters should be drawn in contingent bills only.

Art. 60, clause 3,
C. A. C.
G. I. O. No. 520,
dated 15th April
1909.

543. Charges for service postage stamps for letters, etc., and telegrams should be supported by the treasury receipts signed by the treasury officers. No cash entry will be made by the telegraph office in receipt for any telegram paid for in service stamps. If any officer is compelled to send a telegram at a time when he is temporarily without service stamps, he should pay for it in cash, and the receipts granted to him will then state the value of the telegram, but will not bear on it the word "State." State telegrams sent from railway stations will, for the present, be similarly paid for in cash. The value of the telegram may subsequently be recovered from Government, the officer concerned submitting as his voucher the receipt for the telegram, together with a certificate signed by the head of the office that the telegram was sent on State service, and that cash payment was unavoidable.

B. O. Rev.
No. 7, dated 5th
August 1895.

544. No cash payment should be made for postage on service parcels; service postage stamps should be affixed to them.

545. Books of telegram forms required for official use may be obtained free of charge from the Superintendent, Government Printing, Calcutta.

Topographical
Branch Circular
letter, dated
23rd August
1887
C. M. No. 3344-
S., dated 2nd
November 1897.
C. M. No. 3363,
dated 10th
December 1908.

546. Any charges of an unusual nature in the contingent bill however small the amount may be, should be fully explained, and the previous sanction of the administrative officer should always be obtained, and a copy of such sanction attached to the bill.

547. The administrative officer can sanction contingent expenditure for articles, such as tents, water-proof sheets, tarpaulins, water tanks, pakhals, etc., up to a limit of Rs. 500 provided it can be met from the sanctioned budget for such expenditure. Warm clothing, liveries, and other similar charges, must never be sanctioned without the previous approval of the Surveyor General, and all contingent expenditure over Rs. 500 also requires his sanction. All applications for the Surveyor General's sanction must be submitted by officers in charge of parties through their administrative officers in form O. 42.

G. I. O. No. 507,
dated 15th
November 1908.

548. The Surveyor General has power to sanction the local purchase of any one article of European manufacture, or any number of articles of the same description not exceeding Rs. 250 in value, except such articles as should, under clauses (f) and (t) of Article 98, Civil Account Code, be obtained by indent on the Stationery Office.

C. O. No. 285
(Adm.), dated
6th December
1908.

549. The following scales of warm clothing for khalasis in the field are given as a guide. The articles enumerated are those most generally required but they need not be rigidly adhered to and officers in charge of parties may apply for special articles, such as boots and water-proof sheets, when they consider them essential. The scales laid down are very liberal and officers in charge of parties should not propose a higher climatic scale than is absolutely necessary. When applying for sanction to purchase warm clothing, full reasons must be given if any alterations to the scales are proposed.

ARTICLES.	Tropical—coast districts of Madras, Bombay and Burma.	Warm with cold nights—Madras, Bombay, Bengal, Burma, Assam and Central India.	Temperate with cold nights—Madras, Burma, Assam, Northern India, and low Himalayas.	Cold—The hills of Burma and Northern India, and medium Himalayas.	Very cold—high Himalayas.	Arctic—Snowy districts of highest Himalayas.
Blankets, country	...	1	1	2	2	3
Caps, Balaclava	1	1
Coats, warm, followers	1	1	1
Jerseys	1	1	1	1
Mittens	1	2
Pugris	1	1	1	1
Putties	1	1	1	1
Pyjamas, warm	1	1	1
Socks, worsted	2	2
Approximate cost	Nil	Rs. 2-4-0	Rs. 6-8-0	Rs. 15-0-0	Rs. 17-0-0	Rs. 20-0-0

These scales are intended for men who are imported from warmer climates and are not applicable, except under special circumstances, to men of the districts in which work is in progress.

550. Superintendents of circles, before submitting recommendations for warm clothing to the Surveyor General for sanction, should carefully consider in every case whether any issue is necessary and, if so, whether the scale is appropriate.

551. In all cases within the administrative boundary of India, half the purchase cost of warm clothing must be recovered from each khalasi and the articles with which he is provided will become his own property on the completion of a single field season, except in the case of blankets, when 2 or more are supplied, in which case he must rejoin with one or he will be supplied with two or more, the cost of one of which will be recovered from him in full in addition to other recoveries. If a khalasi loses or makes away with any articles before the field season is over, the full cost of such articles must be recovered from him.

C. O. No. 321
(Adm.), dated
5th March 1912.

552. Payments to men of other departments temporarily associated with the Survey of India should, under no circumstances, be made without previous orders being obtained from the Surveyor General. Instances to illustrate the kind of payments referred to are as follows :—

- (a) Batta to military escorts.
- (b) Compensation for wear and tear of clothing to military escorts.
- (c) Rations to military escorts
- (d) Hire of transport for military escorts.
- (e) Compensation to regimental bunnials with military escorts for losses of or damage done to rations in transit.
- (f) Allowance to military signallers and interpreters.
- (g) Cost of police guards.

C. O. No. 70
(Adm.), dated
16th November
1886

553. Officers in charge of survey parties, when entering "book debit" charges in their monthly accounts, should enter the amounts in red ink on form O. 32, as well as in the abstract classification of contingent charges on the back of the expense statements, and add a short note intimating the nature of the charge and to what department the amount is to be credited.

C. O. No. 58
(Adm.), dated
3rd October
1885

554. When commission is charged for money orders, executive officers are required to give in their contingent bills the amount, and the name of the post office on which the money orders were obtained.

C. O. No. 91
(Adm.), dated
6th August
1889. Arts. 95
& 96, C. A. C.

555. The adjustment of cost of supplies obtained for official use from other Government departments or factories must be made in strict conformity with rules.

Section 7.—Expense and Change Statements.

C. O. No. 23
(Adm.), dated
29th March
1882.

556. (a) The monthly statement of expenses must be submitted on form O. 6 with strict punctuality not later than the 5th of each month.

C. O. No. 136
(Adm.), dated
9th October
1895.

(b) In this statement every item of expenditure connected with survey parties must be included and entered under the several heads as shown therein.

C. M. No 3344-S.,
dated 2nd
November 1897.

(c) Remarks against the names of men on leave should be repeated month by month, during the period of leave.

C. O. No. 131
(Adm.), dated
14th February
1895.

(d) The expense statement in any month contains the "fixed charges" of the previous month, and the travelling and contingent charges of that month.

C. O. No. 116
(Adm.), dated
28th February
1893.

557. (a) Change statements are to be prepared in two parts, *viz.*, one for the changes in the Imperial, Provincial and Upper Subordinate services on form O. 19; and the other for those in the establishment on form O. 20.

(b) All the changes of any month should be compiled under the sub-heads mentioned in the specimen copies circulated under C. O. No. 135 (Adm.), dated 17th September 1895

C. O. No. 166
(Adm.), dated
21st November
1898.

(c) A comparative statement of the strength of the lower subordinate establishment should always be given in the table which has been printed in the remark column of form O. 20.

(d) Adjustment statements on forms O. 7a, O. 7b and O. 7c should always accompany change statements.

C. O. No. 173
(Adm.), dated
28th March 1899.

558. Particulars regarding the date of making over charge of duties by officers on transfer from one place to another, or when proceeding on leave, or returning therefrom, should always be entered in the change statements. This information should also be given when officers depart from, or return to, a district or area where local allowances are admissible. In all cases whether "forenoon" or "afternoon" should be stated.

559. Change statements for permanent and temporary establishments should be prepared separately.

C. O. No. 187
(Adm.), dated
9th November
1900.

560. Great care should be taken in the preparation of change statements. They should be submitted in duplicate to the offices of administrative officers at the same time as establishment pay bills are sent to the treasury for payment, in order that they may be countersigned and forwarded to the Comptroller, India Treasuries, so as to reach him at the same time as, or, if possible before, the establishment pay bills forwarded by the treasury officer are received by him. A certificate to the effect that change statements have already been submitted to the countersigning officers, should be attached to the pay bills.

Section 7.—Expense and Change Statements.

C. O. No. 25
(Adm.), dated
29th March
1882.

556. (a) The monthly statement of expenses must be submitted on form O. 6 with strict punctuality not later than the 5th of each month.

C. O. No. 136
(Adm.), dated
9th October
1895.

(b) In this statement every item of expenditure connected with survey parties must be included and entered under the several heads as shown therein.

C. M. No 3344-S.,
dated 2nd
November 1897.

(c) Remarks against the names of men on leave should be repeated month by month, during the period of leave.

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C. O. No. 168
(Adm.), dated
21st November
1898.

(c) A comparative statement of the strength of the lower subordinate establishment should always be given in the table which has been printed in the remark column of form O. 20.

(d) Adjustment statements on forms O. 7a, O. 7b and O. 7c should always accompany change statements.

C. O. No. 173
(Adm.), dated
28th March 1899

558 Particulars regarding the date of making over charge of duties by officers on transfer from one place to another, or when proceeding on leave, or returning therefrom, should always be entered in the change statements. This information should also be given when officers depart from, or return to, a district or area where local allowances are admissible. In all cases whether "forenoon" or "afternoon" should be stated.

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1900.

560. Great care should be taken in the preparation of change statements. They should be submitted in duplicate to the offices of administrative officers at the same time as establishment pay bills are sent to the treasury for payment, in order that they may be countersigned and forwarded to the Comptroller, India Treasuries, so as to reach him at the same time as, or, if possible before, the establishment pay bills forwarded by the treasury officer are received by him. A certificate to the effect that change statements have already been submitted to the countersigning officers, should be attached to the pay bills.

CHAPTER V.

LEAVE.

Section 1.—General Rules.

Art. 197, C. S. R. 561. Leave of all kinds is only granted subject to the exigencies of the public service, and can never be claimed as of right.

Art. 198, C. S. R. 562. After five years' continuous absence whether with or without leave an officer is considered to be out of Government employ.

C O No. 335
(Adm.), dated
30th September
1913. 563. (a) Long leave will be granted to superintendents by the Government of India, to other officers of the Imperial Service and to officers of the Provincial Service by the Surveyor General, and to officers of the Upper and Lower Subordinate Services by superintendents.

(b) Privilege leave will be granted to officers of the Imperial Service and to officers of the Provincial Service holding executive and non-executive charges by the Surveyor General, to other officers of the Provincial Service and to Upper and Lower Subordinates by superintendents.

(c) Privilege leave when combined with other leave will be granted, in the case of superintendents, by the Government of India; in the case of other Imperial and Provincial officers by the Surveyor General; and in the case of Upper and Lower Subordinates by superintendents.

(d) Casual leave will be granted to superintendents by the Surveyor General, to officers in charge of offices or parties by superintendents, and to other officers by officers in charge of offices or parties.

(e) Departmental leave may be granted to Lower Subordinates and menials by officers in charge of offices or parties.

(f) An officer who has the authority to grant any description of leave to an officer or menial has also the authority to recall the officer or menial from such leave.

C O No. 324,
dated 3rd
September 1912. 564. (a) The names of officers of the Imperial Provincial and Upper Subordinate Services while on privilege leave taken by itself will continue to be borne on the strength of the party or office to which they belonged prior to proceeding on leave.

(b) On the termination of privilege leave taken by itself, officers of the Imperial, Provincial and Upper Subordinate Services should rejoin the party or office to which they belonged prior to proceeding on leave, unless they receive orders to the contrary.

(c) The preceding rule (b) also applies to military officers of the Imperial Service who may be granted special examination leave to qualify for military promotion under the terms of paragraph 694 of the Handbook of General Instructions.

(d) The names of officers of the Imperial and Provincial Services while on any description of leave other than privilege leave taken by itself, casual leave or special examination leave, will be borne on the strength of the Surveyor General's office; and the names of officers of the Upper Subordinate Service while on any description of leave other than privilege leave taken by itself or casual leave, will be borne on the strength of the office of their superintendents.

(e) The names of officers of the Lower Subordinate Service while on any description of leave will continue to be borne on the strength of the party or office to which they belonged prior to proceeding on leave; and on the termination of leave they should rejoin the same party or office, unless they receive orders to the contrary.

(f) Officers of the Imperial and Provincial Services should apply in sufficient time to the officer in charge Surveyor General's office for orders regarding their posting on the termination of their leave; and officers of the Upper Subordinate Service should apply to their superintendents. Officers failing to apply for orders are held responsible for all extra expenses they may incur thereby, and also for overstaying their leave if they do so owing to their failure to apply for orders.

565. On arrival in India, military officers have to report themselves personally to the Senior Staff officer at the port of disembarkation, as laid down in para. 596 of the Hand-Book of General Instructions.

Civilian officers on arrival in India should call for letters at the General Post Office at the port of arrival.

C. O. No. 324
(Adm.), dated
3rd September
1912.

566. All officers while on any description of leave should register their addresses in the party or office on the strength of which their names are borne; and they should keep this party or office fully informed of any change of address that may occur during their leave.

They should also correspond direct with the superintendent or officer in charge of the party or office on the strength of which their names are borne, on all questions concerning their leave.

C. O. No. 44
(Adm.), dated
24th June 1884.

567. Owing to the inconvenience arising through an officer obtaining leave of absence during the season when field operations are in progress, and before they are fully closed, officers should so frame their plans as to submit their applications for leave for short periods from 1st June to 30th September, and for furlough on 1st October. Any urgent request for leave will be complied with as far as possible.

Art. 825, Note 1^a
C. S. R.

568. When an officer applies for leave, he should quote the article or rule of the leave rules in the Civil Service Regulations under which he considers himself entitled to leave.

C. O. No. 243
(Adm.), dated
30th August
1905.

Applications for leave which have to be granted by the Government of India or by the Surveyor General should be addressed officially to Calcutta, and applications for leave which can be granted by administrative officers should be addressed to the administrative headquarters through the ordinary channels, as it is necessary that the validity of claims for leave should be verified before orders are passed.

569. Leave granted by the Surveyor General or administrative officers to officers of the Imperial and Provincial Services is notified in Part II of the *Gazette of India* and long leave granted to officers of the Imperial Service by the Government of India is notified in Part I of the *Gazette of India*. Leave granted to an honorary commissioned officer or a warrant officer is notified in Part II of the *Gazette of India*.

Art. 228, C. S. R. 570. All officers should invariably report to the Surveyor General's Office the date, whether before or after noon, on which they hand over charge of their duties when proceeding on leave, also the date whether before or after noon of their return to duty.

Art. 840, C. S. R. 571. (a) *Civil Rules*.—Unless specially otherwise ordered, leave must begin within thirty-five days of the date on which it is granted.

Para 212, A. R. I., Vol. II. (b) *Military Rules*.—An order granting leave or furlough out of India is valid for three months

Art. 223, C. S. R. 572 *Commencement and end of leave*.—(a) Ordinarily, leave in India including subsidiary leave, and leave out of India when subsidiary leave is not taken, begins on the day on which transfer of charge is effected, or, if charge is transferred after noon, on the following day. Similarly, such leave ordinarily ends on the day preceding that on which charge is resumed, or, if charge is resumed after noon, on that day. But if a Sunday or one or more gazetted holidays fall on the day immediately preceding that on which the leave begins, or on the day on which the leave or the joining time between two appointments ends, an officer may leave his station at the close of the day before, or return to it at the end of such holidays, provided his departure or return does not involve—

- (i) the immediate transfer of an officer from or to another station, or the loss of his appointment by an officer appointed temporarily to the service;
- (ii) the taking over of money, unless, subject to the condition that the departing officer remains responsible for the money in his charge, the Surveyor General specially allows transfer of charge to take place before or after the holidays.

(b) If holidays, as above, are prefixed to leave, the leave and the consequent re-arrangement of allowances, if any, take effect from the first day after the holidays on which the office is open for business, and if holidays are affixed to leave, the leave is treated as having terminated on, and the re-arrangement of allowances, if any, takes effect from the day on which the officer would have resumed charge had holidays not followed the leave.

(c) In cases in which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable, the Surveyor General shall decide which officer shall be held to have been in charge and to which the salary of the office for the Sunday or holiday shall be paid.

G. I. O. No. 441, dated 30th October 1905. NOTE.—The term "Gazetted holidays" does not include local holidays which may be granted at the discretion of heads of offices, nor such merely permissible or discretionary holidays as the last Saturday of each month.

A t. 221, C. S. B.

(d) When subsidiary leave is taken, furlough and special leave out of India begin on, and include, the day of the departure from the port, where the officer first meets it, of the vessel in which he sails. If an officer remains in India after the end of subsidiary leave his furlough or special leave dates from the beginning of his subsidiary leave unless he is specially exempted from forfeiture of his subsidiary leave by the Surveyor General under the provisions of Article 323 (b), Civil Service Regulations. Furlough and special leave out of India end on, and include, the day before the arrival at the port where the officer last quits it, of the vessel in which he returns, and subsidiary leave begins the day after.

NOTE 1.—The furlough or special leave of an officer sailing from Calcutta in a vessel which touches at Madras begins on the departure of the vessel from Calcutta, and not from Madras.

NOTE 2.—The day on which the vessel in which the officer sails quits her moorings or anchorage, whether she leaves the limits of the port or not on that day, is the day of the departure of the vessel. The day of arrival of the vessel in which the officer returns is the day on which the vessel reaches her moorings or anchorage in port.

G. O. C. in C.
No. 17, dated
6th January
1903.

Para. 208, A. R. I.
Vol. II.

573. Leave out of India, granted to officers under Military rules will reckon from the date of being struck off duty to date of resuming duty, except that, as regards leave on medical certificate, the period recommended will reckon from date of embarkation to date of return to duty, the period of leave prior to embarkation being treated as leave in India.

Art. 229, C. S. B.

574. An officer who remains absent after the end of his leave is entitled to no allowance for the period of such absence, and ceases to have a lien on any appointment—

(a) if his leave was furlough without medical certificate under the European Service leave rules or furlough under the Indian Service leave rules,—immediately; and

(b) if it was furlough on medical certificate, or special leave under the European Service leave rules; leave on medical certificate or on private affairs under the Indian Service leave rules; or privilege leave, after a week. In the case of officers to whom exception (b) of paragraph 615 applies, the week commences from the end of the fifteen days mentioned therein.

NOTE.—This rule does not affect the liability of an officer overstaying leave to forfeit past service under the rule in Article 420 (b), Civil Service Regulations.

D. O. No. 247,
dated 13th Feb-
ruary 1871.
Arts. 159, 229
(1) and 420,
C. S. B.

575. According to the marginally quoted rules, if an officer overstays his privilege leave—

(a) he forfeits all salary during the time of his remaining so absent;

(b) if he continues so absent for more than one week, his office becomes vacant;

(c) the period during which he is so absent does not count as service towards pension or increment of pay.

Art. 230, C. S. R. The Surveyor General may, however, exempt an officer from the second of these penalties, if he is satisfied that the default is due to circumstances beyond the officer's control.

Art. 232, C. S. R.
G. I. O. No. 508,
dated 19th
November 1908.

576. No kind of leave, except extraordinary leave under Articles 332 and 339, of the Civil Service Regulations, leave under paras. 577 and 588 of the handbook and in certain cases examination leave, can be granted in continuation of any other kind of leave. Any leave granted under the Civil Service Regulations may be retrospectively changed for any other kind or period of leave for which the officer was qualified when the original leave was granted. The authority who has the power to sanction leave may also commute retrospectively periods of absence without leave into leave without allowances (Article 421, Civil Service Regulations). Leave on medical certificate may, however, be granted in continuation of privilege leave combined with extraordinary leave without allowances, under para. 580.

NOTE.—Subsidiary leave is not, for the purposes of this rule, regarded as a continuation of leave.

Art. 233, C. S. R.

577. Privilege leave to the amount due may be prefixed as such to furlough, leave on medical certificate, special leave on urgent private affairs, leave on private affairs, and extraordinary leave without allowances, subject to the following conditions :—

- (a) When privilege leave is combined with furlough, the amount of combined leave shall not exceed two years.
- (b) When privilege leave is combined with special leave under the European Service Leave rules or leave on private affairs under the Indian Service rules, the combined leave shall not exceed six months.
- (c) When, however, furlough, special leave or leave on private affairs, granted in combination with privilege leave, is extended on medical certificate, the full period of furlough, special leave, or leave on private affairs ordinarily admissible under rule may be allowed irrespective of the limits prescribed in clauses (a) and (b).
- (d) When privilege leave is combined with leave of any kind, the combined leave must, except in cases falling under para. 588 of the handbook, be for not less than six months.
- (e) The periods mentioned in (a), (b) and (d) count from the beginning of the privilege leave to the end (under the ordinary rules) of the leave with which it is combined.

NOTE.—If the maximum prescribed in clause (a) or clause (b) is exceeded, the excess (if not due to an extension of leave on medical certificate) shall be dealt with under para. 575. If, on the other hand, an officer returns from leave before the end of the minimum period of six months fixed by clause (d) the requirements of the rule shall be held to have been practically met if the date of return is not more than 14 days before the end of the six months.

N.B.—If an officer dies before the completion of the minimum period of leave under clause (d) above, his legal heir is entitled to his leave allowances up to and including the date of his death.

L. I. T. No. P.
L-664, dated
2nd September
1911.

237 C. S. R.
G. I. O.
No. 621, dated
11th November
1923

578 (a) An officer absent on long leave in Europe, North Africa, America, or the West Indies, who wishes to have his leave extended or commuted, must apply to the Secretary of State about three months before the expiration of his leave and, unless the extension is desired on medical grounds or is for a period of not more than 14 days, he must produce with his application evidence that the Surveyor General has been referred to by him, and has no objection to the extension or commutation desired. If the officer is on medical leave and desires an extension for more than 14 days, or if he is on other leave and desires an extension on medical grounds, he must satisfy the medical board at the India Office of the necessity for the extension. If application for extension be delayed until the last two months of leave, advice of any extension granted for a period of more than seven days will be sent to India by telegraph and the cost of the telegram will ordinarily be charged to the officer.

(b) The Secretary of State reserves to himself the power of granting extension or commutation of leave to an officer in any case in which it appears to him that sufficient ground has been shown for the previous approval of the Surveyor General not having been obtained before the application was made. In the event of the Secretary of State deciding to telegraph to India in regard to any such application, the cost of the telegrams to and from India will be charged to the applicant.

Art. 231, C. S.
R.

579. If an officer subject to the Indian Service Leave Rules, who is absent on leave on private affairs or on furlough, takes in continuation leave on medical certificate under para. 686(a) of the handbook, the whole of his absence is treated as leave under that paragraph.

Art. 236, C. S.
R.

580. Extraordinary leave without allowances cannot be converted retrospectively into leave on medical certificate; but leave on medical certificate may be given in continuation of extraordinary leave without allowances.

Supplement to
C. S. R., 1912,
para. 257.

581. Furlough not exceeding three months combined with privilege leave for three months does not constitute an interruption of "continuous service" and "continuous active service," within the meaning of Article 22, Civil Service Regulations.

Supplement to
C. S. R., 1912,
para. 7.

582. Privilege leave combined with other leave counts as active service and, therefore, as service for the furlough with which it is combined.

C. O. No. 75
(Adm.), dated
5th May 1897.

583. Executive officers in charge of parties when submitting applications for leave of whatever nature, on behalf of officers of the Provincial and Upper Subordinate service, surveyors, etc., will invariably send in the application on form O. 89.

Art. 201,
C S R.

584. Temporary and officiating service, if it counts for pension, counts also for leave.

NOTE.—The rules providing for the grant of leave to an officer who has a temporary or officiating appointment only are contained in Articles 242, 336, Rule 1, and 339, Rule 2, Civil Service Regulations.

Art. 863,
C. S. R.

585. A gazetted officer on leave in India may draw his allowances at any treasury in India. The bill must be supported by a copy of the orders granting leave, with date and number, as it appears in the gazette.

Art. 864,
C. S. R.

586. If a gazetted officer signs his bill himself, he must either appear in person at the place of payment or furnish a life certificate signed by a responsible officer of Government, or some other well-known and trustworthy person. If he draws his allowances through an authorized agent, the agent, whether he has or has not a power of attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund over-payments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate.

Art. 865,
C. S. R.

587. The leave allowances of a non-gazetted officer on leave in India can be drawn only at the treasury where his salary is paid, and under the signature of the head of his office, who is responsible for any over-charges; no other security is required.

Art. 199 (a) and
(b) C. S. R.

588. An officer recalled to duty before the expiry of leave of any kind, is entitled to take the balance of his leave, together with any leave of the same kind subsequently earned, as soon as he can be spared from duty.

G. I. O No. 357,
dated 13th July
1900.

He is entitled during the voyage to India to leave allowances, and for the period from the date of landing in India to the date of joining his appointment, to the subsidiary leave allowance which he would have drawn had he not been recalled, but simply returned on the termination of his leave. But those periods count as active service, see Article 8 (ii) and (iii), Civil Service Regulations.

Supplement to
C. S. R., 1912,
para. 235

589. The principle of the above para. is that a recalled officer when he goes on leave again can claim to be put in the same position (*plus* any addition) as he was when he was recalled. He may be granted, when his services can be spared, not merely the balance of the leave previously granted him, together with any leave subsequently earned, but also any leave previously earned, and which he may have been allowed when he originally went on leave. When an officer, recalled to duty before the full amount of his furlough out of India under para. 648 of the handbook expired, is obliged to take leave on medical certificate (on account of ill-health) before rendering three years' continuous service, the second leave is of the same kind as that from which he was recalled, there being no distinction in the Civil Service Regulations between furlough without medical certificate and furlough on medical certificate, under the European Service leave rules, both being called "furlough."

Art. 199 (c),
C. S. R.

590. An officer recalled to duty before the expiry of leave in India, other than privilege leave, is treated as on duty from the date on which he starts for the station to which he is ordered, but he is entitled until he joins his appointment to leave allowances only.

Supplement to
C. S. R., para.
256.

591. An officer who is recalled from special leave may be allowed subsequently to combine the balance of such leave with furlough, either combined or not with privilege leave.

G. I. O. No. 363,
dated 11th
December 1901.

592. A special grant of £1 will be paid to any officer recalled to duty in India travelling by the overland route to either Brindisi or Marseilles, before leaving England, to pay for excess baggage up to 140 lbs. and nothing will be recoverable on that account in India.

G. I. O. No. 367,
dated 4th
February 1901.

If he is required to proceed *via* Brindisi he shall receive from the India Office before his departure £2-12-10 if provided with a ticket for the ordinary train, and £1-18-4 if provided with a ticket for the special express train, on account of excess luggage.

Art. 209, C. S. R.

593. An officer who is on leave may not take service, or accept any appointment which involves the receipt of a fee or honorarium, without obtaining the previous sanction of—

(i) the Secretary of State, if the officer is residing in Europe, North Africa, America or the West Indies; and

(ii) the Government of India, or the Surveyor General, as the case may be, if he is residing in India or in any place out of India not mentioned in clause (i); provided that when the officer is non-gazetted and is resident in India, the special permission of the officer empowered to appoint him is sufficient authority for the acceptance of such employment as
ons.

NOTE.—This article does not apply to the acceptance of fees for literary work or for service as an examiner, or to similar employment. Nor does it apply to acceptance of foreign service during leave, which is governed by Article 761, Civil Service Regulations.

D. G., I M S.,
No. 5378, dated
10th September
1902.

594. Privilege leave to civil sub-assistant surgeons (when no substitute is required) is granted by administrative officers of this department and all other kinds of leave by the medical department. Applications for privilege leave should be forwarded with service books.

595. Civil sub-assistant surgeons are entitled to leave under the Civil Service Regulations, whilst military sub-assistant surgeons temporarily lent to the Civil Department are subject to the leave rules of the Army Regulations as regards all kinds of leave except privilege leave, which may be granted on the condition stated in Article 244, Civil Service Regulations, *viz.*, only in respect of duty done in the civil department.

A. R. I., Vol. II.,
para. 160.

596. All military officers including honorary commissioned, warrant and non-commissioned officers arriving in or leaving India, except on privilege leave, will report themselves personally (in writing, if sick)

to the Senior Staff Officer at the port for orders. They will also enter their names in the "arrival" and "departure" books.

Section 2.—Casual Leave.

597. Casual leave of absence, not exceeding an aggregate of 15 days in a year, may be granted to any officer in superior service. Such absence need not be reported in the monthly leave statement, but should be systematically entered in a book kept in the office, and when an application for privilege leave is received, the leave should be granted or refused with some reference to the entries in this book.

Note below
Art. 332,
C. S. R.

598. (a) An officer on casual leave is not treated as absent from duty, and his salary is not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding—

- | | |
|--------------------------------------|-------------------------|
| (i) Date of reckoning allowances, | } see Arts. 52 to 55, |
| (ii) Charge of office, | |
| (iii) Commencement and end of leave, | } see Arts. 220 to 231, |
| (iv) Return to duty, | |

or so as to extend the term of privilege, or other leave, beyond the time admissible by rule.

(b) This is not to be read as precluding the treatment as casual leave of absence from duty following on leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rules in regard to the matters above specified, as, for instance, when it is necessitated by detention in plague camps on the way to rejoin, or by orders not to attend office in consequence of the presence of infectious disease in the family or household of the person concerned.

599. (a) When, however, absence from duty for reasons of the nature above indicated exceeds the period which may reasonably be treated as casual leave under the discretion vested in the head of the office, the case should be dealt with as follows :—

- (i) If the person concerned has further leave due to him carrying the same allowances as the leave already granted, he will be required to take an extension of leave to cover his further absence from duty.
- (ii) If the further absence from duty cannot be covered in this way, the period, or such part of it as remains uncovered, will be treated as leave without allowances, unless the person concerned prefers to substitute leave of another description for that which he has previously taken.

Example.—A, who has had two months' privilege leave, is detained for a further period of one month in a plague camp. If he has a month or less privilege leave still due, this must be reckoned against the further period of detention. If he has

no privilege leave due but has furlough to his credit, he has the option of converting the entire period of his absence from duty into furlough, or of taking leave without allowances for the extra month.

(b) Casual leave is not admissible in addition to joining time.

C. I. T.
No. T. C. 724,
dated 7th
September
1911.

Section 3.—Departmental Leave.

600. The Indian establishment for conducting survey operations is necessarily, from the peculiar nature of the duties to be performed, very different from other fixed establishments of the State, and consequently exceptional, as regards the application of leave rules

Air, 205,
C. S. R.

601. Departmental leave may be granted during the recess by the head of the party or office to which he belongs to:—

- (i) A Lower Subordinate, whose service is superior, on half pay or less (payable on return to duty), or without pay;
- (ii) Such of the tindals, mates, khalāsis, jemadars, chaprāsis, burkundazes attached to any party or office, as the head of the party or office may deem it desirable to re-entertain for the ensuing season, on allowances not exceeding half pay (payable on return to duty); provided always that the officer returns to duty when required by his superior officer.

Art. 205,
Note, C. S. R.

602. Superintendents of circles and the Superintendent of the Trigonometrical Survey, may, at their discretion and in the interest of Government, grant departmental leave, not exceeding six months at a time, at times other than the recess; and the Surveyor General may, in special cases, extend any departmental leave to a period not exceeding one year in all. Particular care should, however, be taken that the grant of departmental leave in such cases does not override the provisions of Chapter XIV, Civil Service Regulations, and in all cases where an extension of the departmental leave is asked for on a medical certificate the entire absence should be converted into leave under para. 686(a).

The above rules do not apply to the Head-Quarters Offices, Calcutta and Dehra Dun.

C. I. T.'s letter
No. T. C. 811,
dated 30th
August 1910,
C. O. No. 247
(Adm.), dated
22nd December
1905.

603. Departmental leave cannot be combined with any other kind of leave. Such leave reckons as service qualifying for pension, furlough and leave on private affairs and should be entered on a special page (form O. 94) which should be pasted in at the end of each service book.

604. The sanction of departmental leave to surveyors and menials must be regulated on uniform principles. The services of none but really efficient, useful and deserving men should be retained. Individuals on low salaries, whose return to the survey in the following field season is immaterial, are not eligible. The same individuals should not, as a rule, go on leave every year to the detriment of others. Executive

officers must bear in mind that the system has been sanctioned as a measure of expediency, in order, during recess, to dispense with all superfluous hands, whose retention during the recess months would be an unnecessary expense, but whose services, at the same time, are absolutely necessary during the ensuing field season.

605. Departmental leave pay cannot be drawn until the recipient returns to duty; and should a man retire or die whilst on such leave, no leave pay can be drawn for and paid to him or to his heir. If departmental leave with pay is extended by departmental leave without pay, leave pay for the period of departmental leave with pay will be drawn when the absentee returns to duty.

606. Executive officers are warned that no surveyor or subordinate should be recalled from departmental leave unless it is absolutely necessary in the interests of the public service.

607. At the discretion of executive officers a lower rate than half pay may be given to individuals whilst on leave during the recess season, with the object of reducing expenditure, and to bring a greater number of men on the leave pay list with no additional outlay. Half pay should in any case be only given to those who have deserved the concession by doing their best during the field season, and who are really efficient, useful and deserving men. The indulgence is a reward for good service, and not a right. Executive officers should bear in mind that leave pay should depend not only on the value of a man's services but also on the question of recruiting ground. In some provinces in India it is quite unnecessary to give leave pay at all, except to a few of the best hands, such as tindals, while to others a retaining fee of Re. 1 or Rs. 2 per mensem would suffice, and even this sum should be given only to men who are trained.

608. The termination of the recess season should be as nearly as possible the same for all members of a party, but some men may have to rejoin earlier than others and at different places, and such cases should, whenever possible, be foreseen and arranged for when granting leave.

609. Surveyors and menials rejoining field parties in Burma cannot be considered as rejoining in Calcutta, unless they are required there for duty. Men on departmental leave get their passages paid to Calcutta and back, but they are in no way entitled to full pay during the sea transit. They must be considered to be on departmental leave from date of leaving the field head-quarters, which is held to be the place where the establishment is broken up at the end of the field season, up to the date of rejoining the party again in Burma, and during this period they are entitled to departmental leave pay only.

Surveyor General's Office No. 1351, dated 13th March 1912.

NOTE.—Newly entertained khalsis for Burma get full pay from date of joining their parties to date of leaving on completion of field work.

610. Leave certificates should be distinct, and should on no account appear to show that men going on leave have been permitted to take

their discharge and to seek other employment. Left thumb impressions should be taken on leave certificates.

611. The following certificate should invariably be entered at the foot of each bill, in which arrears of leave pay are drawn for surveyors and menials, etc. :—

“I do hereby certify upon honour that each and all of the men for whom leave pay on departmental leave has been drawn have rendered good, efficient and approved service throughout the past field season, and that it is desirable in the interests of Government to retain their services.”

612. The leave pay of surveyors, menials, etc., transferred from one party to another during departmental leave is debitable to the party to which they are transferred.

Section 4.—Privilege Leave.

613. Applications for privilege leave should be submitted on form O. S9.

Art. 826, C. S. R. An officer applying for privilege leave must sign a declaration that he has no intention of retiring, or of taking furlough, special leave, leave on private affairs, or leave on medical certificate, for three months after his return to duty. Though not actually debarred by this declaration from applying for permission to retire or to take leave within the three months, he should, if he does so, explain his change of mind. Formal joining at the end of privilege leave, with the intention of taking other leave within a few days, is not permitted, as the other leave granted in such circumstances would practically be in continuation of the privilege leave. This declaration is not required in the case of an officer who takes privilege leave combined with other leave under para. 577.

Art. 243, C. S. R. 614. The amount of privilege leave earned by an officer is one-eleventh part of the time during which he has been on duty without interruption; provided that no privilege leave can be earned by an officer by duty performed while three months' such leave is due to him, and that whenever duty is interrupted, all claim to privilege leave earned therefore is forfeited. Absence on privilege leave, though not counting as duty, is not an interruption of duty.

NOTE.—For explanatory ruling in regard to “interruption of duty,” see Articles 253 to 259, Civil Service Regulations.

Art. 247, C. S. R. The calculation of privilege leave must be made as follows :—One calendar month for every eleven complete calendar months of duty, and one day for every eleven days of the balance.

Art. 251, C. S. R. 615. The maximum amount of privilege leave admissible at one time is limited to three calendar months.

Exception.—Officers stationed in the Andamans and Nicobars; officers stationed in Persia; and European officers in Burma who take privilege leave by itself and

spend it out of Burma or India, are allowed on each occasion, when they may wish to take privilege leave, the option between the following two courses, *viz.* :—

- (a) to accumulate privilege leave to three months and fifteen days ;
- (b) to overstay any privilege leave due by fifteen days without forfeiting pay or appointment : provided that, in the case of such overstay the officer shall not begin to count service towards future privilege leave until he shall have served a period proportionate to the amount of overstay, that is, eleven times the period of overstay.

Art 252, C. S. R. 616. (a) The privilege leave due to an officer is the privilege leave which he has earned since the last interruption of duty, less the period during which he has been absent on privilege leave.

Art 260, C. S. R. (b) To an officer who has been on duty without interruption for eleven calendar months, and who has not for six calendar months been absent on privilege leave, the whole or any part of the leave due to him may be granted. But when privilege leave is combined with other leave under para. 577, the amount due may be granted irrespective of those conditions.

G. I. O. No. 145,
dated 21st Nov-
ember 1898. 617. The following rules are applicable to Royal Engineer Officers who may be permitted to proceed to England for a course of instruction at Chatham under the provisions of clause 176, India Army Circulars, 1887 :—

(a)—The period passed at Chatham does not interrupt privilege leave previously earned, but it does not count for further privilege leave.

(b)—Privilege leave may be taken either—

(i) between the date of giving over charge in India and joining at Chatham ; or

(ii) between the date of leaving Chatham and embarking in England for India

In case (i) the officer will pay the expenses of his journey to England, and in case (ii) from England.

Art. 261, C. S. R. 618. An officer on privilege leave is entitled to a leave allowance equal to the salary which he would receive if he were on duty in the appointment on which he has a lien, and he is entitled to this allowance even though another officer be appointed to act for him.

Art. 879, C. S. R.
G. I. O. No. 464
dated 9th April
1907. 619. Privilege leave allowances are not payable out of India when such leave is taken by itself, but when it is combined with other leave under civil rules, an officer who proceeds to England on combined leave may draw his privilege leave pay, as well as exchange compensation allowance if he is entitled to it while in India, at the Home Treasury converted at the rate of exchange fixed for the time being for the adjustment of financial transactions between the Imperial and Indian Governments. Privilege leave allowances may be made payable to an agent or banker in India as explained in para. 586.

Art. 204, C. S. R.

620. Save when privilege leave is combined with other leave under the rules, or when an officer is permitted to retire at the end of the privilege leave granted to him under Articles 301, 345, Civil Service Regulations, the right to receive privilege leave allowances is contingent (except in the case of death) upon the return of an officer to duty on the expiry of such leave.

C. I. T. & D. O.
No. G. A.-692,
dated 29th
May 1907.

Explanation—The above paragraph does not prohibit the payment of privilege leave allowances, when these fall due, but merely lays down the legal right of Government to withhold payment of such allowances or to recover the same when the officer does not return to duty at the end of his leave.

Art. 203, C. S. R.

621. Privilege leave may not be granted to a surveyor or to a menial entitled to departmental leave under section 3 unless he is prevented from availing himself of such leave, in which case it may be granted on a certificate from the head of the party to the effect that the man was prevented from availing himself of the departmental leave in consequence of the exigencies of the service. Service towards such leave counts from the date of last return from leave including departmental leave.

R. & A. Dept.,
No. 134-24-2,
dated 23rd May
1911.

622. Those menials in survey parties who are retained for duty at recess quarters on account of the exigencies of the service may be treated in the same way as Lower Subordinates and permitted to take the month's privilege leave to which they are entitled provided no substitutes are required. This concession may also be granted to all other menials of the Survey of India on the condition noted above.

Section 5 (a).—Long Leave and Furlough

D. O. No. 113,
dated 20th Sep-
tember 1907.

623. Notice of intention to apply for furlough should be given to the head of the department three months before an officer intends to leave the country, to admit of the necessary arrangements being made.

R. & A. Dept.,
No. 2251-246-1,
dated 27th July
1904
Art. 525(A), C.
S. R.

624. All applications for furlough and long leave (including combined leave) should be submitted, through the administrative officers, to the Surveyor General who will, in the cases of officers subject to Military Leave Rules and applying for furlough and long leave (not combined leave), obtain the necessary report as to the title to leave from the Controller of Military Accounts, Eastern Circle, Lucknow,* and in the cases of officers subject to the Civil Leave Rules, from the Comptroller, India Treasuries. The certificate as to the title to combined leave of all officers, whether subject to Military or Civil Leave Rules will be furnished by the Comptroller, India Treasuries, in respect of officers under the Military Leave Rules after consultation with the Controller, Military Accounts.

Art. 592, C. S. R.

625. Every officer going on leave out of India as per Appendix 15 should procure from the account office and take with him a copy of the "Memorandum of information issued for the guidance of officers proceeding on leave (other than privilege leave taken by itself) out of India."

* Reference should be made through the Deputy Controller, 8th (Lucknow) Division, Lucknow.

R. A. & C. D. 1st.
Nos. 107-109,
dated 25th
February 1878,
Arts. 300, 310(a),
C. S. R.

626. The number of absentees on furlough must not exceed 20 per cent. of the entire strength of the department; prior claim to be given—

(i) To the applicant to whom most furlough is due.

(ii) Of two or more applicants to whom the same amount is due: to him who has rendered longest continuous active service.

(iii) Of two or more such applicants who have rendered the same continuous active service,—to the senior.

Art. 234, C. S. R.

627. The grant of extension of furlough, under Article 232, Civil Service Regulations (otherwise than on medical certificate), is subject to the provisions of the foregoing paragraph.

NOTE.—In the case of an officer who is entitled to furlough without medical certificate, but who, by reason of the rule laid down in the preceding paragraph, can get it only on medical certificate, it should be stated in column 13 of the last-pay certificate in form No. 16 that furlough without medical certificate in commutation and extension of his original leave cannot be granted to him, if by such grant the limit of the number of officers absent on furlough or special leave fixed by para. 626 would be exceeded.

D. O. No. 232,
dated 16th
August 1870,
G. O. No. 135,
dated 11th June
1870

628. Officers are prohibited from leaving their stations until they have been officially informed that their furlough has been sanctioned. Neither are they permitted to leave their stations unless there is reasonable ground for believing that they can embark within the period of ordinary preparatory leave sanctioned.

D. O. No. 321,
dated 17th
December 1873.

629. Officers must always report to the officer in charge Surveyor General's Office the date (whether before or after noon) of their embarkation on furlough. Report of embarkation is not required in the case of an officer who combines privilege leave with other leave under para. 577.

Art. 578, C. S. R.

630. When an officer proceeds on leave from one place to another in India he should obtain a last-pay certificate from the treasury where he was last paid

Art. 578, C. S. R.

If during leave an officer desires to change the treasury at which he receives payment of his allowances, he must obtain a new last-pay certificate.

Art. 579, C. S. R.

An officer on leave, who does not leave his district does not require a last-pay certificate nor does an officer who leaves his district on leave in India without allowances.

Art. 580, C. S. R.

631. When an officer proceeds out of India on leave with allowances other than privilege leave taken by itself, the Comptroller, India Treasuries, will, as soon as the leave is gazetted or otherwise notified, send him a letter in form 12 or 13 with enclosure in form 14 or 15 as the case may be, requiring him to call at his office or give the necessary information.

Art. 581, C. S. R.

632. If the officer calls at the Comptroller, India Treasuries' office, he will be paid up to the day before he leaves India and will be given a last-pay certificate in form 16 if he intends to draw his leave allow-

ances at the Home Treasury, and in form 17 if he is proceeding to a colony and intends to draw his leave allowances there.

- Art. 952, C. S. R. 633. If the officer is unable to call at the Comptroller, India Treasuries' office, the latter will prepare a bill for his allowances from the end of the month preceding that of his making over charge, to the day before he sails, and will (if the officer intends to draw leave allowances at the Home Treasury or in a colony) forward it with the certificate in form 16 or 17, as the case may be, to the treasury officer, for delivery to the officer according to the instructions in form 18.

Note.—The salary of an officer proceeding on combined leave out of India with a last-pay certificate entitling him to draw his privilege leave allowances from the Home Treasury or in a colony will be paid up to the date of his making over charge.

- Art. 963, C. S. R. 634. With every such last-pay certificate a blank form 19 will be given, on which the officer will report to the Comptroller, India Treasuries, from the first port at which the vessel touches, the day of his departure from India.

- Art. 985, C. R. 635. When the officer proceeding to England is compelled to leave without a last-pay certificate, the necessary document should be forwarded to him and a duplicate to the India Office, at the earliest possible date.

- O. No. 231,
dated 17th
August 1870, 636. Officers proceeding on leave to Europe and drawing their absentee allowances should be warned that on returning to India, they must obtain a last-pay certificate from the India Office, as without it no pay will be issued to them after their return.

- C. M. No. F
844, dated 15th
October 1877 637. No claim against an officer quitting India on leave of absence or on retirement, which has been outstanding for more than six months, should be noted in the last-pay certificate for recovery by the Secretary of State for India. If any such claims are discovered, they should be reported with full particulars and explanation of the delay in their submission for the orders of the Government of India. They should also be entered in the officer's last-pay certificate, though not "noted for recovery."

638. Officers of the Imperial and Provincial Services proceeding on furlough should leave at the office of the Surveyor General the address to which letters to them on furlough should be directed. Officers on furlough should inform the Surveyor General of the probable date of their return to duty (*viz*, date on which they should rejoin their appointment), and of the port at which they intend to land in India on return to duty, sufficiently early for the information to reach the Surveyor General's Office two months before the date of return. They should also state the probable date of embarkation, and the steamer by which they intend to return, and give their address at port of embarkation.

- Art. 223, C. S. R. 639. An officer may not, without the permission of the authority which granted him leave, return to duty more than 14 days before the end of long leave.

640. Officers who may wish their absentee allowances to be paid in India should name the person to whom payment is to be made, and such persons should give a guarantee in form O. 21 which must be stamped under Act XVIII of 1869, which requires stamps to the value of 8 annas per Rs. 100 of aggregate furlough pay from Rs. 2,000 to Rs. 10,000 and an increase of Rs. 2-8-0 for every subsequent Rs. 1,000. They must also produce a power-of-attorney.

Art. 568, C. S. R.

641. When leave allowances are paid at the Home Treasury or in a colony where the standard of currency is gold, rupees are converted into sterling at the rate of exchange fixed for the time being for the adjustment of financial transactions between the Imperial and Indian Treasuries, unless any other rate has been exceptionally authorized. But for the present the rate of conversion is subject to a minimum of 1s. 4d. to the rupee for privilege leave and of 1s. 6d. to the rupee for leave other than privilege leave.

Note.—When leave allowances are converted into sterling at 1s 6d. to the rupee each fraction of less than one-third of a rupee is treated as a complete third (= 6d.), each fraction of more than one-third and less than two-thirds, as two-thirds, and each fraction of more than two-thirds as a whole rupee.

Art. 569, C. S. R.

642. Leave allowances payable at the Home Treasury are made up to the following quarterly dates, *viz.*, in the cases of civil officers including military officers in civil employ to the 15th January, April, July and October and in the cases of other officers, to the 15th February, May, August and November; and they are paid in monthly instalments in arrears on the 16th day of each calendar month:—

- (i) to the officer on his personal application; or
- (ii) to his banker or agent, duly authorized under power-of-attorney on production of a life certificate, unless the banker or agent has guaranteed the Secretary of State against loss consequent on his dispensing with the production of such proof; or
- (iii) on presentation of a draft duly filled up and signed by the officer in a form which with the requisite form of life certificate attached, may be obtained from the India Office, on the officer's written application.

G. I. O. No. 498,
dated 18th May
1908.

Art. 224, C. S. R.

643. An officer on long leave in Europe must, if the leave was granted or has been extended on account of ill-health, whether it be technically leave on medical certificate or not, satisfy the medical board at the India Office as to his fitness to return to duty. Ordinarily he must attend at the India Office for examination by the board, but, in special cases particularly if he be residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the India Office from two medical practitioners may be accepted. On the required evidence of fitness being furnished, the officer will receive from the India Office permission to return to India. An officer whose leave was not granted, and has not been extended on medical grounds, does not require permission from the India Office to return to India. He must, however, take steps, either personally or through his agents, to

obtain from the India Office a last-pay certificate, and should also inform the authority in India who granted him the leave, of the date on which he expects to return to duty, at least a month before he is due to arrive in India.

G. I. O. No. 54,
dated 1st
September 1892.

644. The Government of India alone can grant permission for application to the Secretary of State for extension or commutation of furlough of a gazetted officer whose leave is granted by the Government of India.

G. I. O. No. 631,
dated 12th
February 1914.

645. In the case of an officer serving under civil rules who has been declared by a medical board as unlikely ever to be fit to return to India, he should, if the medical board is unable to say definitely that he will never be fit for service in India again, be granted a short period of leave, not exceeding 12 months in the first instance, provided it is admissible under rule. On the other hand, if an officer is declared to be completely and permanently incapacitated for further service in India he must be invalided, either at the expiration of the leave already granted to him if he is on leave at the date of his appearance before the medical board, or, if he is not on leave, then from the date of the board's report. In special cases, as for example where the officer's break down in health has been caused in and by the service, or where he had a comparatively small proportion of leave during his service or will complete at an early date an additional year's service for pension, leave (if he is not on leave) or an extension of leave, for a short period, not exceeding six months, may be granted to him, if it is admissible under rule.

646. An officer, civil or military, serving under civil rules who has been pronounced insane should be kept under observation for at least one month, before the certificates of lunacy are made out, and should then be brought before a medical board, and, if invalided, should be sent home as soon as possible.

Art. 35 (c),
Note 2, C. S. B.

647. A military officer who has served or officiated in the Survey of India Department continuously for not less than 3 years, is considered to be in "permanent civil employ." Furlough or leave (other than privilege leave) is not included in continuous officiating service, and unless it is granted on medical certificate operates as a break cancelling past officiating service for the purposes of this rule.

Arts. 299, 302,
303, 313, C. S. B.

648. Officers of the Imperial Service subject to the Civil Leave Rules who have rendered eight years' active service in civil employ are eligible for furlough for not more than two years. The amount of furlough earned by an officer is one-fourth of his active service, up to an aggregate of six years during his service, and on no account to extend beyond two years at one time, except on medical certificate. A period of three years' service after return from last furlough or a period of not less than eighteen months since return from last privilege leave of over six weeks' duration or combined leave which does not interrupt continuous service (Art. 22, Civil Service Regulations), must elapse before furlough can again be taken.

Supplement to
C. S. R., 1912,
para. 312.

649. The interval of 18 months required under the foregoing paragraph between the date of return from the last privilege or combined leave and that of again proceeding on furlough should (i) commence from the date of the officer's actual return to duty on the termination of the combined leave, *i.e.*, in the case of leave taken out of India, the date of expiry and not commencement of the subsidiary leave; and (ii) terminate on the commencement of the privilege leave portion of the combined leave and not on the commencement of the furlough portion of such leave.

Supplement to
C. S. R., 1912,
para. 317

650. When a military officer in civil employ proceeds on furlough earned partly under the military rules and partly under the civil rules, he is entitled :—

- (a) to the military minimum rate of absentee allowance during such portion of the furlough as has been earned under military rules; and
- (b) to the civil minimum rate during the period earned under civil rules and for any period in excess of the amount earned by service under both military and civil rules combined. The word "unconditionally" in Article 308 (a), Civil Service Regulations, has no bearing whatever on absentee allowances which are regulated by para. 661, the provisions of which make no distinction between furlough on medical certificate and furlough without such a certificate.

Supplement to
C. S. R., 1912,
para. 313.

651. European Service Leave Rules in Chapter XIII of the Civil Service Regulations make no distinction between furlough on medical certificate and furlough without medical certificate. Both are called "furlough" and the existence or non-existence of a medical certificate merely determines when and for how long the "furlough" can be given. Accordingly the expression "first furlough" in clause (iv) (1) and (2) of Article 308 (b), Civil Service Regulations, should be read as meaning the first furlough with or without medical certificate. In the case of a military officer who before becoming subject to the Civil Leave Rules has had furlough or leave on medical certificate under Military Leave Rules, the grant of furlough without medical certificate should be regulated by clause (iv) (2) of Article 308 (b). The term "furlough" in Articles 300, 302, 304, etc., should be read as including furlough on medical certificate, and it should be deducted not only from furlough earned under Article 302, Civil Service Regulations, in accordance with the definition of "active service" in Articles 9 and 10, but also from "furlough due" in accordance with clause (a) of Article 304, Civil Service Regulations.

Supplement to
C. S. R., 1912,
para. 318.

652. A military officer in civil employ, who has to his credit furlough earned partly under civil and partly under military rules, may take the leave which he has earned as he pleases, that is, he may avail himself of either the military furlough or civil furlough at his credit, or partly one and partly the other.

Supplement to
C. S. R., 1912,
para. 319.

653. A military officer, subject to Civil Leave Rules, must take all leave that he has earned, whether in military or civil employ, before anticipating leave under the Civil Service Regulations carrying in all probability a higher minimum rate of allowance.

Supplement to
C. S. R., 1912,
para. 309.

654. A military officer who, while under military leave rules, takes more furlough than is due to him does not carry any furlough to his debit on becoming subject to Civil Leave Rules.

C. O. No. 217
(Adm.), dated
29th April 1904.

655. Captains and subalterns of the British service standing first for promotion to the next higher rank shall not be granted leave to England, except on medical certificate, unless they have passed the examination qualifying them for such higher rank.

The same restriction applies to officers of all ranks who may be provisionally promoted subject to their qualifying subsequently.

Supplement to
C. S. R., 1912,
para. 14.

656. Time spent by Royal Engineer officers at the School of Military Engineering at Chatham should be treated as time spent on special duty in England qualifying for leave within the meaning of Note 2 Article 16, Civil Service Regulations.

Art. 10, C. S. R.

657. In the case of a military officer subject to the Civil Leave Rules, "active service" for the purpose of calculating the amount of leave admissible under para. 648 commences from the date of becoming subject to these rules; and additional leave in respect of previous service is credited under paras. 658 and 659. An officer of the Indian Army becomes subject to Civil Leave Rules from the date of first substantive appointment in the Civil Department, or from the date of completion of three years' continuous officiating service in the Civil Department, whichever may be earlier. A continuous service Royal Engineer officer becomes subject to the Civil Leave Rules from the date of entry into permanent civil employ if it is subsequent to the date of his election for continuous Indian Service or from the date of such election if it is subsequent to the entry into permanent civil employ.

NOTE.—Article 9, clause (ii), Civil Service Regulations, applies to military officers subject to the Civil Leave Rules.

Art. 303, C. S. R.

658. A military officer subject to civil rules may, if he desire it, add to furlough earned by service under civil rules an amount of furlough in respect of his previous service calculated as shown in para. 659. Such an officer may be granted at any time any leave which he has earned under civil rules and may defer or forego the leave he has earned under military regulations.

Art. 303 (ii),
C. S. R.

659. An officer who, at the time of coming under Civil Leave Rules was subject to the Leave Rules for the Indian Army (1886) shall be credited with an amount of furlough equivalent to one-fourth of his "active service," less any leave with pay out of India actually taken. This also applies to officers of the Royal Engineers in civil employ, who while serving under British Army Leave Rules, either (1) have elected for continuous service in India, whether the election was made before, or after their entry into civil employment, or (2) have completed five years' Indian service and elect to come under civil rules.

Supplement to
C S R., 1912,
para. 22.

660 A military officer transferred from the Civil or the Military Department to Foreign Service of the first kind (see Art. 753, C. S. R.) remains under the leave rules to which he was subject before his transfer.

Article 314 (a) &
(b), C. S. R.

661. A military officer, subject to the Civil Leave Rules, on ordinary furlough is entitled to a leave allowance equal to half his average salary, subject to the following limits :—

- (i) If paid at the Home Treasury of the Government of India, maximum £1,000 a year and minimum £500 a year or the salary last drawn by him on duty whichever is less ;
- (ii) If paid in India, maximum Rs. 833½ a month, and minimum Rs. 416½ a month, or the salary last drawn by him on duty, whichever is less ;

provided that during furlough added under paras. 658 and 659, to the furlough earned under civil rules, the minimum shall (in the case of an officer who became subject to the Civil Leave Rules on or after the 1st April 1888) be that prescribed by the military rules to which an officer was subject immediately before coming under the Civil Leave Rules, and that in the case of an officer of the Royal Engineers, whose case is governed by para. 659, the minimum shall be the rate prescribed by the Leave Rules for the Indian Army, according to the length of his service for Indian pension. In the case, however, of an officer of the Royal Engineers serving under British Army Leave Rules, the minimum for so much of the furlough credited under para. 659 as has been earned by service in civil employment shall be at the rate of—

- (iii) £500 a year—if he elected for continuous service in India before the 1st February 1898 ;
- (iv) £500 a year, or the salary last drawn by him on duty, whichever is less—if he elects to come under the Civil Leave Rules after completing 5 years' Indian Service.

NOTE.—A military officer in civil employ, who is granted furlough on medical certificate in excess of the amount earned by him both under the Civil and Military Rules, may be allowed the civil minimum rate of leave allowance for the period of leave enjoyed in excess of the amount so earned ; but such officer must exhaust all leave that he has so earned before he can be eligible for this concession.

Para. 358, A. R.
I., Vol. I.

662. The leave allowances prescribed by the leave rules for the Indian Army are as follows :—

			£
After appointment to the Indian Army . . .			200 a year.
After the commencement of the 5th year's service . . .			250 „
for pension.			
Ditto	15th	ditto . . .	300 „
Ditto	20th	ditto . . .	450 „
Ditto	25th	ditto . . .	600 „
Ditto	30th	ditto . . .	700 „

G. I. O. No.
101, dated
11th March
1898.

663. Applications for not-entitled passages may be submitted to the Surveyor General for transmission to the Quartermaster-General in India or to Divisional or Brigadé Commanders as the case may be.

Para. 44, A. R.,
I, Vol X.

664. When accommodation is available on Indian Service Transports or Royal Indian Marine vessels, the undermentioned officers may be granted not-entitled passages :—

1st Class.

- (a) Families of all captains and subalterns invalided from wounds received in action or sickness contracted on field service.
- (b) Families of all captains and subalterns who die in the service.
- (c) Families of field officers who die in the service.
- (d) Captains of the Indian Service invalided from climatic causes, also their families and the families of all other captains and of all subalterns invalided in similar circumstances.
- (e) Departmental officers with honorary rank and their families.
- (f) (i) Families when invalided from climatic causes of all captains and subalterns, whose circumstances render such a concession desirable.
- (ii) Other officers of the British and Indian services, whether in military or civil employ, below the substantive rank of major, whose circumstances render such a concession desirable; and their families.
- (g) Substantive field officers when treatment on a transport is necessary and the families of these officers, as well as those of officers holding similar rank invalided from field service, if accompanying them.
- (h) (i) Other substantive field officers of the British and Indian services, whether in military or civil employ, whose circumstances render the concession desirable; and their families.
- (ii) Families of field officers, invalided from climatic causes when treatment on a transport is certified by a medical board as necessary, whose circumstances render such a concession desirable.

2nd Class.

- (i) Departmental warrant officers, and their families.

NOTE.—Non-commissioned officers and their families may receive not-entitled passages according to circumstances as defined in para. 44, Army Regulations, India, Volume X.

665. The records of service for furlough, pension and promotion of all military officers in the Survey of India are maintained by the Controller of Military Accounts, Eastern Circle, Lucknow, irrespective of the command in which the officers may be serving and to whom all references should be made through the Deputy Controller, 8th Lucknow Division, Lucknow.

Para. 223,
A. R., I.,
Vol. II.

666. The leave rules which apply to departmental officers with honorary rank, warrant and non-commissioned officers serving in the Survey of India are as follows :—

- (a) privilege leave under Chapter XII, Civil Service Regulations ;
- (b) other leave under the military rules to which they are subject ;
- (c) combination of (a) and (b) subject to the conditions and limitations of para. 577.

Section 5 (b).—Furlough—R. E. Officers.

667. An officer of the Royal Engineers who has not elected for continuous service or who has cancelled his election, shall during his first five years of Indian service be under the leave rules applicable to the British service in India. After the expiration of his first five years of Indian service, the officer while in civil employment :—

- (a) may be given leave under the Civil Service Regulations, subject to the following conditions :—
 - (i) For purposes of reckoning the amount of furlough earned by an officer, "active service" will include all "active service" in India, as defined in the Civil Service Regulations, whether passed in military or in civil employment. In no case will any service on the British establishment count for furlough under civil rules.
 - (ii) The furlough at the credit of an officer will be the amount earned (*viz.*, one-fourth of his active service, as defined in the previous sub-paragraph), less any leave with pay out of India actually taken. The furlough thus at the credit of an officer may be partly in respect of service passed in military employment, and partly in respect of service passed in civil employment.
 - (iii) During furlough credited to an officer as above, the furlough pay will be equal to one-half the officer's "average salary" as defined in the Civil Service Regulations, subject to the following minimum rates :—
 - (1) During furlough earned by service in civil employment, the rates laid down in para. 661 of the handbook or his last salary whichever is less.
 - (2) During furlough earned by service in military employment the rate to which the officer would have been entitled under the Indian Army leave rules at the time of taking the furlough had he been in military instead of in civil employment.

- (iv) An officer who reverts from civil to military employment, ceases to have, while employed in military, any claim to furlough pay calculated under civil rules, although such furlough may have been earned in respect of service in civil employ.

Or,

- (b) may be granted leave under the rules applicable to the British service in India, should he prefer these rules to civil leave rules.

R. and A. Dept.
No. 1237-111-3,
dated 1st Sep-
tember 1904.

NOTE.—An officer may elect on each occasion of going on leave whether it is taken under the British Service or Civil Leave Rules. He is not required to elect permanently either for one or the other.

Para. 351, A.
R., I., Vol. I.

668. Officers of Royal Engineers other than continuous Indian Service officers, will, during leave out of India, receive leave pay according to the rules under which their leave is granted.

- (i) British Service leave rules—English pay of rank.

- (ii) Leave rules of 1886 for the Indian Army—Leave pay as shown in para. 662 subject to the condition that it shall be regulated by service for Indian pension as defined in para. 720, Army Regulations, India, Volume I.

NOTE 1.—Officers of the Royal Engineers, drawing leave pay under the Indian Army Rules, will be in the same position as Indian Army officers in regard to passages to and from England. A subaltern going home on medical certificate will be entitled to passage by road, river, rail and sea on the homeward journey but by rail, river and road only from the port of dis-embarkation in India to their station on the outward journey. No other officer will be entitled to passage either way except as provided for in paras. 55 (b), 83, 85 and Appendix VIII, Army Regulations, India, Volume X.

669. Example of the application of para. 667 under which an officer of Royal Engineers in civil employment may be granted leave under civil leave rules—

	Years.
At Home	2½
In India in military employment	3
In India in civil employment	5½
TOTAL	11

While in military employment he had six months' leave under the British service leave rules.

His "*average salary*" for the last three years was, say, 700 rupees per month.

His "*active service*" is:—

	Years.
In military employment, three years less six months, or	2½
In civil employment	5½
TOTAL	8

His furlough earned, para. 667 (a) (ii), is one-fourth of eight years, or two years, of which six months has already been taken.

His furlough at credit, therefore, is two years less six months, or 18 months, of which $1\frac{1}{2}$ months (one-fourth of $2\frac{1}{2}$ years, less six months), is on account of service in military employment, and $16\frac{1}{2}$ months on account of service in civil employment.

His leave allowance during the whole of the furlough at credit under para. 667 (a) (iii) is one-half of 700 rupees, that is, 350 rupees per month, or 4,200 rupees per annum. The rate of exchange at which this allowance is payable in England may vary from time to time. At the rate of 1s. 6d. per rupee, at present in force, the allowance would be at the rate of £315 per annum.

But during the $16\frac{1}{2}$ months earned by service in civil employment, the half salary rate of £315 is subject as a minimum to the rate of £125 per quarter, or £500 per annum, which is greater than the half salary rate and during these $16\frac{1}{2}$ months the officer would accordingly draw allowance at the rate of £500 per annum.

Also, during the $1\frac{1}{2}$ months earned by service in military employment, the half-salary rate of £315 per annum is subject as a minimum to the rate that would be admissible to the officer had he been granted leave under the Indian Army leave rules. The officer in this case having 8 years' service counting for leave allowance, would be entitled to a rate of £250 per annum. This rate, however, being less than the half-salary rate, the officer would actually draw the latter rate, or £315 per annum, during the $1\frac{1}{2}$ months in question.

Section 5 (c).—Furlough. Provincial and Subordinate Services.

670. Officers of these services are subject to the Civil Leave Rules—
 rts. 334, 335, Indian Services—as published in Chapter XIV, Civil Service Regula-
 S. B. tions. They apply fully to those officers whose pay is not less than Rs. 100 a month, and who have substantive appointments on permanent establishments under the Government. Leave may also be granted under these rules to an officer whose pay is less than Rs. 100, so far as it can be done without imposing any cost upon the State. The absentee allowance of the substantive incumbent must not exceed what remains from the pay of the appointment after provision is made for the efficient discharge of his duties during his absence except as provided in Article 335 (a), Civil Service Regulations.

671. These officers may be granted leave on private affairs for
 rts. 337, 338, six months, after six years' service, if no furlough has been taken during
 S. B. that period, and this may be repeated after intervals of six years, but such leave does not accumulate, and cannot be taken in instalments. Furlough may also be granted to them as follows :—

- (i) After ten years' service,—one year or any less period; and thereafter, at intervals of not less than eight years, one year or such other period as together with all periods already spent on furlough may not exceed two years; or,

- (ii) After eighteen years' service,—two years or any less period; and thereafter, at intervals of not less than eight years any such period as together with all periods already spent on furlough may not exceed two years :

Provided that the service for furlough of an officer who has had leave on private affairs counts only from the date of his last return from such leave, and that the aggregate amount of furlough, or of furlough and leave on private affairs taken together, shall not exceed two years. And that an interval of not less than eighteen months has elapsed since last return from privilege leave in excess of six weeks in duration whether taken by itself or in combination with special leave or other leave which does not interrupt continuous service (see Definition 22, Civil Service Regulations).

G. I. O. No. 399,
dated 31st July
1903.

672. The interval of 18 months should commence from the date of an officer's actual return to duty on the termination of combined leave, i.e., in the case of leave out of India the date of expiry and not commencement of subsidiary leave.

N.B.—Leave on medical certificate counts as service for furlough.

Arts. 38 (c),
340 (b), (c),
341 (a), C. S.
R.

673. (a) An officer of the Provincial or of the Subordinate Service while on "furlough" or on "leave on private affairs," is entitled to half his average salary which is subject to the following maxima :—

- (i) if paid in India Rs. 500 a month ;
(ii) if paid at the Home Treasury £600 a year.

NOTE.—For a non-gazetted officer, whose salary is not less than Rs. 300 the minimum of half average salary is Rs. 150.

(b) When a non-gazetted officer takes leave for not more than one month, or when such an officer's salary is less than Rs. 300, his pay (not salary) when he gives up office is to be taken in lieu of average salary.

674. (a) The term "salary" includes "personal allowances" but not "extra," "special" or "local allowances."

(b) For definition of the term "average salary" see Definition 16, Civil Service Regulations.

Section 6.—Leave on Medical Certificate.

Art. 826, C. S. R.

675. *Gazetted officers.*—An application from an officer in India for leave, or extension, or commutation of leave on medical certificate, must be accompanied by a certificate in the following form, or as nearly in this form as the circumstances allow.

I, A. B., Surgeon at (or of), do hereby certify that C. D. of the service is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgment, a change of air is essentially necessary to his recovery, and do therefore recommend that he may be permitted to proceed to sea [or to such place as the Surgeon may think proper, expressing it in the certificate].

Art. 829, C. S. B. 676. With the cognizance of the head of his office or if he is himself the head of his office, of the Surveyor General, the applicant must, except in the cases provided for in para. 679, present himself with two copies of the statement of his case at such place as may be appointed by the Surveyor General, where a committee of medical officers can be assembled under the orders of the administrative medical officer of the province, and when practicable, presided over by him. From this committee the officer should obtain a certificate as follows :—

¶ We do hereby certify that according to the best of our professional judgment after careful personal examination of the case, we consider the health of C. D. to be such as to render leave of absence for a period of (x) months absolutely necessary for his recovery.

Arts. 830, 325 and 327, C. S. B. 677. (a) Before deciding whether to grant or refuse the certificate to an applicant for a medical certificate under the preceding paragraph, a medical board or officer may, in a doubtful case, detain him under professional observation during a period not exceeding fourteen days and at the same time grant him a certificate as follows :—

A. B. having applied to us (or me) for a medical certificate under Article 829 of the Civil Service Regulations, we (or I) consider it expedient, before granting or refusing such a certificate to A. B. to detain him under professional observation for (x) days.

(b) If the applicant appears before the medical board or officer during his subsidiary leave, the effect of this certificate will be to prolong his subsidiary leave to the date on which the period mentioned in the certificate expires.

(c) If an officer eventually fails to obtain the medical certificate required by para. 676, he is entitled to joining time from the date on which the decision of the medical board or officer, is communicated to him to return to his appointment. During this joining time, allowances are regulated as if he was on subsidiary leave.

Art. 326, C. S. B. 678. Time spent by an officer, after leaving his station, in obtaining a certificate under para. 676, reckons as subsidiary leave, unless he is expressly permitted by the Surveyor General to retain charge of his duties, and to resume them before proceeding on leave.

Art. 831, C. S. B. 679. If the state of the applicant's health be certified by a medical officer, commissioned or in charge of a civil station, to be such as to make it inconvenient for him to repair to another place as laid down in para. 676, the authority by whom the leave is granted may accept either—

- (a) a certificate signed by any two medical officers, commissioned or in charge of a civil station, who need not belong to the same province as the applicant ; or
- (b) if the authority concerned considers it unnecessary to insist upon the production of two medical opinions, a certificate signed by an officer in medical charge of a civil station and

countersigned by either the district officer or the commissioner of the division.

Art. 832, C. S. R. The certificate obtained should then be submitted to Government for orders. The grant in para. 676 of the option of undergoing medical examination at the seat of the Government of the province in which he is employed, or at any other place, does not confer on the applicant a right to proceed on leave without the sanction of the proper authority.

Art. 836, C. S. R. 680. If an officer is going on leave out of India, he should take with him one copy of the medical report upon his case.

Art. 837, C. S. R. A duplicate of the medical report of an officer going on furlough on medical certificate or leave on medical certificate to Europe, or to any of the Colonies in America or the West Indies should be forwarded without delay direct to the Under Secretary of State for India, by the Surveyor General, for the information of the medical board attached to the India Office, so as to arrive as soon as the officer reaches his destination.

Art. 838, C. S. R. 681. If an applicant for an extension or commutation of leave on medical certificate be residing out of India, and within sixty miles from London, he must produce a certificate from the medical board attached to the India Office, showing the necessity for the extension or commutation. If he be residing more than sixty miles from London, a certificate in a form to be obtained from the India Office, must be produced from two medical practitioners; and he may be called upon to produce other evidence.

Art. 833, C. S. R. 682. (a) *Non-Gazetted Officers*.—Application for leave, or extension or commutation of leave on medical certificate, must in the case of an officer in superior service, be accompanied by a certificate from the applicant's medical attendant. The certificate should distinctly state the nature of the illness, its symptoms, causes and duration, and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by a Presidency Surgeon, if the applicant is at a Presidency town, and in all other cases, by the officer in chief medical charge of the district where the applicant resides.*

Art. 834, C. S. R. (b) The countersigning officer may at his discretion require the applicant to appear before him, unless it appears from the certificate of his medical attendant that he is too ill to bear the journey, in which case such officer may, after careful investigation of the case, either countersign the certificate or refuse to do so as he thinks fit. No certificate should be submitted for countersignature without the cognizance of the head of the applicant's office.

* Subject to the orders of the Surveyor General, the head of the office may at his discretion dispense with this countersignature.

Art. 235, C. S. R.

683. If an officer subject to the Indian Service Leave Rules, who is absent on leave on private affairs, or on furlough, takes an extension of leave on medical certificate, the whole of the absence will be treated as leave on medical certificate.

Arts. 303, 311,
312 and 315.
C. S. R.

684. (a) *Imperial Service*.—An officer subject to the Civil Leave Rules who has rendered less than three years' continuous service, may be granted furlough on medical certificate as follows:—

- (i) if the furlough due exceeds a year—to the extent due, not exceeding two years;
- (ii) if the furlough due does not exceed a year—for not more than one year.

(b) Furlough granted for less than two years under clause (i), or less than one year under clause (ii), may, on medical certificate, be extended to the extent of the furlough due to the officer, not exceeding two years, or to one year, respectively.

(c) An officer who has rendered three years' continuous service may be granted furlough on medical certificate for two years, on "furlough pay" which may be extended to a third year, on "subsistence allowance" as laid down in Article 108 (a) Civil Service Regulations, if a military officer, and to the allowance quoted in Article 315 (ii) if a civil officer.

Art. 320, C. S. R.

685. (a) When a civil officer of the Imperial Service is obliged to take long leave out of India owing to ill-health, absentee allowances are subject to the following minima:—

On ordinary furlough or special leave,—

When paid in England	£200 a year or $\frac{2}{3}$ ths of the salary last drawn on duty, whichever is less.
When paid in India	Rs. 166 $\frac{2}{3}$ a month, or $\frac{2}{3}$ ths of the salary last drawn on duty, whichever is less.

On furlough other than ordinary,—

When paid in England	£100 a year, or 37 $\frac{1}{2}$ per cent. of last salary, whichever is less.
When paid in India	Rs. 83 $\frac{1}{2}$ a month or 37 $\frac{1}{2}$ per cent. of last salary, whichever is less.

(b) These minima rates of leave allowance are also admissible in the case of any leave out of India (other than extraordinary leave without allowances) which has been extended on medical certificate, or which has been commuted into leave on medical certificate. An officer claiming the minimum rate must furnish a medical certificate in support of the claim as in para. 675. For the purpose of this rule Ceylon is not held to be "out of India."

(c) Such an officer while on ordinary furlough is entitled to a leave allowance equal to half his average salary subject to the following maxima—

- (i) if paid at the Home Treasury £300 a year;
- (ii) if paid in India Rs. 666 $\frac{2}{3}$ a month;

Provided always that the leave allowances shall in no case exceed his actual salary when he takes leave.

686. (a) *Provincial and Subordinate Services*.—Officers of these services are entitled to leave on medical certificate for three years in all, but not for more than two years at one time; and no officer can have leave on medical certificate out of India more than twice.

Arts. 336, 340,
341, and 342,
C. S. R.

C. I. T.'s letter
No. P.A., dated
1029, 30th November
1907.

N.B.—An officer who has a temporary or officiating appointment may be allowed leave under this rule for not more than three months in all during the entire period of his temporary service if no substitute is required, or if his duties can be provided for without additional expense.

(b) An officer on leave on medical certificate under sub-para. (a), is entitled to half his average salary for the first fifteen months of each period of such leave but not for more than thirty months in all. For the rest of his leave he is entitled to a quarter of his average salary. (For rates see Art. 341, C. S. R.)

Art. 342, C. S. R.

687. The half average salary and quarter average salary of an officer subject to these rules if on leave out of India (except in Ceylon or the Straits Settlements) are subject to the following minima :—

(a) If the leave is leave on medical certificate under para. 686,
or

(b) If the leave, although not leave on medical certificate under para. 686, has been granted on account of ill-health.

Half average salary—

Minima.

If paid in England	£200 a year or $\frac{2}{3}$ ths of the salary last drawn on duty, whichever is less.
If paid in India	Rs. 166 $\frac{2}{3}$ a month, or $\frac{2}{3}$ ths of the salary last drawn on duty, whichever is less.

Quarter average salary—

If paid in England	£100 a year, or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty, whichever is less.
If paid in India	Rs. 83 $\frac{1}{2}$ a month or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty, whichever is less.

NOTE.—The minimum rate of leave allowance shown above is also admissible in the case of any leave out of India (other than extraordinary leave without allowances) which has been extended on medical certificate, or which has been commuted into leave on medical certificate. The certificate should be in the same form as that required by the Civil Service Regulations to entitle an officer to leave on medical certificate and should recommend leave out of India.

N.B.—(In order to claim the benefit of this paragraph, the leave application must be supported by a medical certificate in the form prescribed in Chapter XLIV C. S. R., recommending leave out of India.)

Section 7.—Subsidiary Leave.

688. (a) *Imperial Officers*.—Subsidiary leave is the time allowed—

- (i) to an officer leaving India, on retiring from the service, or on furlough, or special leave, to break up his domestic establishment and travel to the port of embarkation,
- (ii) to an officer returning to India from furlough or special leave, to travel from the port of debarkation, and reorganize his domestic establishment.

Art. 321 (a),
C. S. R.

(b) No subsidiary leave is admissible to an officer who does not leave India by sea.

Art. 322 (a)
C. S. R.

(c) Subsidiary leave is admissible only at the end and not at the beginning of leave out of India when such leave is combined with privilege leave under para. 577.

Art. 324,
C. S. R.

(d) The minimum subsidiary leave is ten days; otherwise subsidiary leave is calculated according to the rules and restrictions laid down for "joining time" in para. 414 (a) and Chapter IX, Civil Service Regulations.

Art. 323 (b),
C. S. R.

(e) If an officer going on furlough or special leave out of India, is prevented by sickness or other urgent and adequate reason not within his own control—such, for example, as the postponement of the departure of the vessel in which his passage is engaged—from embarking within his subsidiary leave, the Surveyor General may order that his furlough, or special leave shall begin in India at the end of the subsidiary leave otherwise admissible, without forfeiture of his subsidiary leave.

Supplement to
C. S. R., 1912,
para. 324.

(f) For the purpose of subsidiary leave, leave to Ceylon should be treated as out of India.

Art. 330,
C. S. R.

689. The allowances of a military officer on subsidiary leave, are calculated in the same way as his furlough allowances but without limitation as to maximum and minimum. The limitations prescribed in para. 685 (c) apply to the allowances of a civil officer.

Art. 331,
C. S. R.

An officer may, however, draw allowances as if he were on privilege leave for any part of his subsidiary leave for which, if he were not retiring from the service or going on furlough or special leave, privilege leave would be admissible to him. It is to be observed that an officer who has no lien on an appointment cannot benefit by this rule.

Art. 346,
C. S. R.

690. *Provincial and Subordinate Services.*—An officer going on or returning from leave out of India on medical certificate, leave on private affairs or furlough, is entitled to subsidiary leave under the above two paragraphs.

Art. 347,
C. S. R.

Subsidiary leave on half pay for a period not exceeding fourteen days, may be given to an officer preparatory to leaving India by sea on retirement from the service, provided that the grant causes no additional expense to the State.

Art. 348,
C. S. R.

691. An officer on subsidiary leave prefixed to other leave is entitled to half his average salary. But he may draw allowances as if he were on privilege leave, for any part of this leave for which, if he were not going on leave out of India, privilege leave would be admissible to him.

An officer on subsidiary leave following other leave is entitled to half or quarter average salary, according to the rate of allowance to which he may be entitled at the end of the leave to which it is subsidiary.

NOTE.—This paragraph will have no application in cases in which privilege leave is combined with other leave under para. 577, as subsidiary leave is not then admissible. [See para. 688.]

Section 8.—Special and Extraordinary Leave.

Art. 316,
C. S. R.

692. Special leave in or out of India on urgent private affairs may be granted to an officer of the Imperial Service subject to the Civil Service Regulations at any time for not more than six months, provided that an officer who has had special leave must render six years' active service before he can again have such leave. The period of three years required for furlough is not broken by special leave intervening, nor does special leave count as part of the three years. Special leave is not included when counting the maximum eight years allowed for furlough, but it does not count as service for furlough.

Art. 318 (a),
C. S. R.

693. For the first six months for which an officer is on special leave, whether the six months be included in the same leave or not, he is entitled to furlough pay; thereafter he is entitled to no leave allowance.

G. I. O. No 212,
dated 5th April
1894.
G. I. O. No. 362,
dated 29th
November
1900.
Para. 256,
A. R. I., vol. II.
C. O. No. 326,
dated 18th Nov-
ember 1912.
Paras. 857, 881,
King's Regula-
tions.

694. (a) Special leave for three months in India is admissible to officers of the Royal Engineers serving in the Survey of India in each of the three ranks of lieutenant, captain and major in order to enable them to qualify for the military examination to be passed previous to promotion.

(b) This leave may be taken in instalments but must not exceed 3 months in the aggregate in each rank.

(c) The examinations for which Royal Engineer officers have to qualify in each rank are :—

Lieutenants—

- | | | |
|------------------------------|--------------------------|--------------|
| I.—Military subjects, | (d) i, ii, iii, iv, (j), | (Written.) |
| II.—Military subjects, | (c) | (Practical.) |
| III.—Field Engineering Test, | (f) i. | |
| IV.—Barrack Project, | (f) ii. | |

Captains—

- | | | |
|-------------------------|---------------------|--------------|
| I.—Military subjects, | (d) i. ii, iii, iv, | (Written.) |
| II.—Equitation. | | |
| III.—Military subjects, | (c) | (Practical.) |

Majors—

Tactical fitness for Command.

(d) The concession referred to in para. 694 (a) will be granted with due regard, in the first place, to departmental interests and only in the second place can the personal convenience of officers be consulted.

(e) This leave must be regarded purely as a concession and officers should only apply for the minimum amounts of leave that are absolutely necessary to enable them to pass their examinations. The leave is not leave in the ordinary sense but only special leave from civil duty, for it is implied that the officer is to be placed on military duty. Originally it was necessary for an officer to be attached to some corps for military duty, this condition is not now insisted on, but any abuse of the concession may lead to the condition being reimposed.

(f) Royal Engineer officers should keep their superintendents informed of the examinations they have yet to pass in their present ranks, and the amount of leave that they consider will be necessary in order to prepare themselves. Arrangements will then be made to obtain sanction for the necessary leave at the time that may be most convenient with regard to the interests of the department.

(g) Lieutenants should ordinarily be qualified for promotion by the time they have attained 8 years' service and captains within 4 years and majors within 2 years of their attaining their rank.

Arts. 84A,
85, C. S. R.

695. A military officer in civil employ who, with the sanction of the Secretary of State, is deputed to Europe on special civil duty, is entitled from the date on which he makes over charge of his office in India, to the date on which he resumes it, to an allowance not exceeding two-thirds of the salary which he would draw were he on duty in India.

Art. 85, C. S. R.

696. When an officer is detained in Europe on civil duty, under the orders of the Secretary of State or permitted to remain on special civil duty, beyond the period of his leave he is entitled—

- (i) if on any leave, other than privilege leave, to an allowance not exceeding two-thirds of his pay and allowances in India ;
- (ii) if on privilege leave, to an allowance not exceeding half his pay and allowances in India for the period during which he is so detained, or permitted to remain on special civil duty.

Art. 339,
C. S. R.

697. Extraordinary leave without allowances may, in case of necessity, and when no other leave by rule is admissible, be granted for such time as may be necessary. Time spent on such leave does not count as service for other leave. Subject to the provisions of Article 198, Civil Service Regulations, there is no limit to the length or frequency of such leave. It may not be granted in combination with the grant of other leave except as provided in para. 577 of the handbook. But it may be granted in continuation of other leave if circumstances arise which prevent the return of the officer to duty, and which, in the opinion of the authority empowered to grant the leave, are such as to justify the concession. No officer is *entitled* to extraordinary leave.

NOTE 1.—In cases in which the duration of the extraordinary leave to be granted

dispense with the condition that the leave can be granted only when no other kind of leave is by rule admissible.

NOTE 2.—An officer who has a temporary or officiating appointment only may, at the discretion of the head of his office, be allowed extraordinary leave without allowances for not more than three months.

I. T. No.
C. 724, dated
11 September
11.

698. Leave without pay under the above paragraph, is an interruption of duty for privilege leave.

CHAPTER VI.

Section 1.—Pensions and Gratuties.

*Military Officers.*Art. 461, C. S.
R.

699. Officers cease to be employed in the Survey of India on attaining the age of fifty-five years, unless specially permitted by the Secretary of State, in the interests of the public service, to remain in the Department for a further definite period.

Paras 702, 704,
714, and 725, A.
R., I., Vol. I.

700. Officers of the Indian Army and Royal Engineer officers are subject to the Indian pension rules of 1881, and to the rules applicable to officers of the Indian Army if transferred to the half-pay list on account of ill-health.

Para 706 A. R.,
I., Vol. I.

701. *Indian Army*.—Under the pension rules of 1881, officers who have entered the Indian Army since the 12th September 1866, receive the following pensions :—

										Per annum,
										£
After 18 years' service for pension										200
"	19	"	"	"	"	"	"	"	"	225
"	20	"	"	"	"	"	"	"	"	250
"	21	"	"	"	"	"	"	"	"	275
"	22	"	"	"	"	"	"	"	"	300
"	23	"	"	"	"	"	"	"	"	330
"	24	"	"	"	"	"	"	"	"	365
"	25	"	"	"	"	"	"	"	"	400
"	26	"	"	"	"	"	"	"	"	432
"	27	"	"	"	"	"	"	"	"	465
"	28	"	"	"	"	"	"	"	"	500
"	29	"	"	"	"	"	"	"	"	550
"	30	"	"	"	"	"	"	"	"	600
"	31	"	"	"	"	"	"	"	"	650
"	32	"	"	"	"	"	"	"	"	700

Para. 722, A. R.,
I., Vol. I.

702. An officer of the Indian Army in England who is unable to return to India, but who may not wish to retire, or an officer removed by command of the Sovereign from the effective list of the Indian Army and who may not be entitled to retire on a pension, may, provided he has served three years in India in the Indian Army, be placed on the half-pay list on the rates of pay allowed to officers of the same rank in the British service.

Para. 723, A. R.,
I., Vol. I.

703. (a) Officers placed on temporary half-pay at the recommendation of the Medical Board of the India Office, will be examined by the same Board, as to their fitness to return to duty, every two years; and if still reported unfit after being six years on the temporary half-pay list,—they will be transferred to the retired list on permanent half-pay or pension if entitled thereto.

(b) Those reported to be unfit after two years on half-pay, may be permitted to retire voluntarily on permanent half-pay. Those whose transfer to the half-pay list was due to medical unfitness caused by military duty (or by civil duty, in the case of officers of the Indian Army, in civil employ) will, on restoration to full pay or on retiring direct from the half-pay list, be allowed to reckon up to one year of the time spent on half-pay for promotion and pension; those who may be invalided on account of insanity caused by duty will be allowed to count as service for pension one year of the time spent on the half-pay list.

(c) Additional rules regarding half-pay are to be found in paras. 722 to 724-A, Army Regulations, India, Vol. I.

Para. 718, A, F.
I., Vol. I.

704. Should a continuous service Royal Engineer officer retire before he has served a sufficient time to entitle him to a pension under the Indian regulations, he will be granted only such retired pay or gratuity as he would have been entitled to receive under the Royal Warrant had he not elected for continuous Indian Service.

Para. 707, A, F.
I., Vol. I.

705. Officers of the Royal Engineers or of the Indian Army who have become incapacitated for further service in India on account of unfitness caused by duty, may be granted invalid pensions according to the following scale:—

					Per annum.
					£
After 15 years' pensionable service	150
" 16 "	"	"	"	"	170
" 17 "	"	"	"	"	190

706. Pensions and gratuities for wounds and injuries received in action or in the performance of military duty are granted according to the rules laid down on the subject in the Royal Warrant and in Army Regulations, India, Volume I.

Note to Art.
732, C, S.E.

707. Military officers in civil employ who receive wounds or injuries in the discharge of civil duties have no claim to gratuity or pension under military rules for such wounds or injuries.

708. Widows and families of officers are eligible for pensions, gratuities or compassionate allowances under the rules contained in the Royal Warrant. Pensions, etc., for the families of officers of the Indian Army are granted by the Government of India and those for families of Royal Engineer officers are awarded by the War Office. Full information as to rates and conditions of grant will be found in section XI of the Royal Warrant, 1913, and in para. 770, Army Regulations, India, Volume I. In Appendix III of those regulations are also embodied the rules relating to the grant of Indian Military Service Family pensions.

Para. 719, A, R.
I., Vol. I.

709. (a) An officer of the Royal Engineers who has completed not less than 20 years' Indian service for pension reckoned as in para. 710 shall on retirement receive a pension consisting of the retired pay to which he would be entitled under the Royal Warrant regulating the

retired pay of the Royal Engineers generally and in addition such a portion of the difference between the said retired pay and the Indian Army pension belonging to his total length of service as is represented by the proportion his Indian pension service bears to the minimum total service that would have qualified him for the before-mentioned Indian Army pension.

(b) In calculating the Indian pension service, any broken period of 15 days and upwards shall be reckoned as one month and any broken period of less than 15 days shall not be counted.

(c) Examples of the calculation of pension under above—

Case I.—An officer retires after 34 years' total service, of which, under para. 710, he can reckon 28 years as service for Indian pension—

Pension admissible under Royal Warrant	..	£
Indian Army pension to an officer who has 34 years' total service	...	450
Difference between Royal Warrant and Indian Army pensions for 34 years' service (£700—£450)	...	700
Minimum service by which the Indian Army pension can be earned	...	250
Pension payable=£450+ $\frac{28}{34}$ of £250.	...	32 years.
		=£450+£218-15s.
		=£668-15s.

Case II.—An officer retires after 31 years' total service, all of which he can under para. 710 reckon as service for Indian pension—

Pension admissible under the Royal Warrant	...	£
Indian Army pension to an officer who has 31 years' total service	...	450
Minimum service by which the Indian Army pension of £650 can be earned	...	650
	...	31 years.

The officer having the same service for Indian pension as the minimum of 31 years required to earn the Indian Army rate of £650 would receive £650 a year as his pension.

Para. 720, A. R.,
I., Vol. I.

710. The following will reckon as service for Indian pension :—

- (a) Service on the British establishment not exceeding three years, provided that such service has been rendered before the completion of 15 years' total service.
- (b) All service in India—which need not be continuous—from the date of first arrival in India, except service in India on exchange with a continuous service officer under regulations in force previous to the date of these rules.
- (c) Time spent on leave, provided the officer is still borne on the Indian establishment.
- (d) Time spent under the regulations in England under instruction at a school of Military Engineering, provided the officer is borne on the Indian establishment.

- (e) Time spent on duty out of India, provided the officer is borne on the Indian establishment, and provided that, if in "foreign service" as defined in the Civil Service Regulations, contribution for pension is duly paid as laid down in those regulations.
- (f) Time spent by a continuous service officer on exchange out of India under regulations in force previous to the date of these rules.
- (g) Time spent on unemployed service on the half-pay list after completion of five years' service in the rank of regimental lieutenant-colonel or on vacation of appointment in a higher rank provided in either case that the officer at the date of being placed upon the half-pay or unemployed list was borne upon the Indian establishment and had completed 20 years' service for Indian pension.

Par. 170, A. R.,
I., Vol. I.

711. An officer of the Royal Engineers who has elected for continuous service in India shall, on being removed from employment in the rank of colonel or lieutenant-colonel either on account of age, or of being placed upon the half-pay or unemployed list, receive, until re-employment or retirement—if residing in India, the Indian pay and allowances of a lieutenant-colonel of Royal Engineers, namely, Rs. 1,002-4-0 a month; and if residing out of India the leave pay to which he may be entitled under the rules for the Indian Army, subject to a minimum of £600 a year.

Para. 171, A. R.,
I., Vol. I.

712. A colonel or lieutenant-colonel on the Indian establishment who is not under the continuous service rules when removed from employment, either on account of age or on being placed upon the half-pay or unemployed list, shall receive, until re-employment or retirement.—

(a) When he has less than 20 years' service for Indian pension reckoned as in para. 710, the rate of half-pay prescribed in the Royal Warrant regulating the pay of Royal Engineers generally;

(b) when he has not less than 20 years' service for Indian pension, the rates given in para. 711.

Note 2 to para.
711, A. R., I.,
Vol. I.

713. Majors of Royal Engineers who have elected for continuous Indian service, are not liable to compulsory retirement on account of age unless they should revert to the Home establishment in which case they will come under the conditions of the Royal Warrant for the time being in force.

Section 2.—Pensions and Gratuities.

Civil Officers.

714. All civil officers of the Survey of India are subject to the pension rules as published in Part IV of the Civil Service Regulations.

715. Officers of the Imperial and Provincial services of the Survey of India of rank not lower than that of Extra Assistant Superintendent, shall cease to be in employment on attaining the age of 55 years, unless specially permitted by the Secretary of State in the interests of the public service to remain in the department for a further definite period. The Government of India may, however, grant an extension of service without previous reference to the Secretary of State, to an officer in charge of a survey party who attains the age of 55 years in the middle of the survey year, provided the extension in no case exceeds six months and is granted solely in the interests of the public service. Recommendations for extensions of service in respect of gazetted officers should not be submitted for more than six months before the date on which the officer would, in the absence of special orders, retire.

G. I. O. No. 257,
dated 27th October
1890, and
No. 488, dated
27th January
1908.

716. In the case of an officer whose year of birth is known, but not the exact date, the 1st July should be treated as the date of birth for the purpose of determining when he should be held to attain the age of 55, and when the month is also known the 16th of that month should be taken as the date of birth.

G. I. O. No. 293,
dated 29th July
1908.

717. The 55th birthday is to be reckoned as a non-working day, and an officer must retire, or revert, or cease to be on leave (as the case may be), with effect from, and including, his 55th birthday.

Art. 929, C. S. R.

718. All officers should bear in mind that delay in the payment of pensions may involve pecuniary hardship, and every thing should be done to prevent, or shorten to the utmost, such delays.

Art. 915 (b),
C. S. R.

719. No question about the pension of an officer should be submitted unless he has retired or is about to retire or unless there are special reasons which should always be set forth. The mere desire of an officer for a decision upon some doubtful abstract question affecting his prospects does not justify public correspondence on his behalf. A proposal to condone a break in service may, however, be considered before the officer retires.

C. O. No. 41
(Adm.), dated
9th January
1884, Art.
907 (b), C. S. R.

720. Applications for pensions and gratuities should be submitted by executive officers to their respective administrative officers for preliminary verification of service six months before the date on which it is intended that the applicant should retire.

G. I. O. No. 619,
dated 27th August
1913,
Art. 907 (c),
C. S. R.

This provision should always be followed as it is intended to obviate delay in the verification of service, and to ensure that an officer does not retire under the misapprehension that he has earned a pension which is subsequently found by the audit officer to be inadmissible.

The formal application should not however be submitted until the officer has actually retired.

Art. 913 (b),
C. S. R.

721. The application of an officer of the Imperial Branch, and of any other gazetted officer should be prepared in form 26. In the case of officers whose services are partly gazetted and partly non-gazetted and non-gazetted officers, the application should be prepared in form 25

Art. 470 (a),
C. S. R.

722. The full pension admissible under the Civil Service Regulations is not to be given as a matter of course or unless the service rendered has been really approved.

Arts. 368 and
381 (b), C. S. R.
C. I. T. No.
P. N. 1151,
dated 26th
January 1910.

723. Service does not qualify unless the officer holds a substantive office but temporary service in the Survey of India, if followed, without interruption by qualifying service, qualifies for pension, and this information should invariably be furnished in such cases in column 9 of the second page of the form for application for pension.

Art. 409,
C. S. R.

724. Time passed on departmental leave by officers of the subordinate service counts for service provided they return to duty when required by their superior officers.

Art. 354 (a),
C. S. R.

725. It being the duty of every Government officer himself to provide for his family, the Government recognises no claim by a widow on account of the services of her husband, and is almost invariably under the painful necessity of rejecting recommendations made in contravention of this rule.

Art. 353,
C. S. R.

726. Pension may not be granted to an officer whom it is desired to remove for misconduct, insolvency or inefficiency.

G. I. O. No. 482,
dated 24th
October 1907.

727. The Government of India has, however, powers to grant compassionate allowances, subject to the following conditions, to officers removed or dismissed from the service on account of misconduct or inefficiency in cases which appear to them to be deserving of special consideration :—

(i) No allowance to be granted to an officer appointed in England or to one whose pay exceeds Rs. 250 a month.

(ii) The allowance not to exceed two-thirds of the pension that would have been admissible if the officer had retired on medical certificate.

Art. 521, C. S. R.

728. Sanction of the Government of India is necessary to the re-employment or extension of the term of re-employment of pensioners who held gazetted appointments previous to re-employment or who belonged to the Imperial service and of other officers who previous to retirement held posts usually filled by officers of the Imperial Service. The re-employment or extension of the term of re-employment of all other officers requires the sanction of the Surveyor General.

G. I. O. No. 590,
dated 11th June
1912.

729. A military pensioner re-employed in a civil capacity may draw pension in addition to pay of new appointment under Article 525, *et seq.*, of the Civil Service Regulations. These orders have effect from 22nd September 1910.

Art. 910, C. S. R.

730. Application for pension of a non-gazetted officer should be submitted on form 25 and should be accompanied by his service book, last-pay certificate, statement of services verified, and statement of average emoluments. No last-pay certificate is required for an officer when he retires from service while on leave in England and desires to draw his pension in England, nor with applications for gratuities and extraordinary pensions.

Art. 909, C. S. R.

731. In the case of a gazetted officer, part of whose service has been rendered in non-gazetted appointments, the non-gazetted portion of his service should be verified.

Art. 911 (a),
C. S. R.

732. (a) The officer who submits the application should certify on the application whether the character, conduct and past services of the applicant are such as to entitle him to the favourable consideration of the Government. If the application is for pension on the superior scale, he must be careful to enter all periods of leave, suspension, etc., which are not reckoned as service.

Art. 911 (b),
C. S. R.

(b) He must also invariably record his own opinion whether the service claimed has been established, and should be admitted or not; more especially in those cases in which it becomes necessary to resort to the procedure prescribed by clause (c) of Article 908, Civil Service Regulations, when the exact nature of the investigations made, and the conclusion at which the authority has arrived, must be especially reported.

C. O. No. 271
(Adm.), dated
29th January
1909.

733. Impressions of the balls of the thumb and all the fingers of the applicant's left hand in printer's ink should be obtained on the 1st page of the application against entry 17 "Marks" and also on two slips of paper which should be attached to the pension application. These impressions should be made before the head of the office, but when that is not practicable the impressions taken before a magistrate will be accepted.

734. The cause of delay, if any, in submitting the application should be explained. The rules regarding the grant of anticipatory pensions are to be found in Articles 925-929, Civil Service Regulations

C. I. T. No.
384 P. N.,
dated 24th July
1902.

735. The Surveyor General possesses the power of a Local Government in respect of Article 841 (b), Civil Account Code, to remit overpayments made on account of leave improperly granted.

Art. 363, C. S. R.

G. I. O. No. 603,
dated 26th
September 1912.

736. The Surveyor General, upon such conditions as he may think fit to impose in each case, may allow the whole temporary service of an officer to count for pension if the pension does not exceed Rs. 10 a month. Length of service approximating to, if it does not actually come up to, the service required for pension in ordinary establishments is almost an essential condition for the grant of a pension in this case, but it cannot be admitted in itself and apart from other circumstances, as justifying the concession. Cases of a pension being given for substantially shorter periods of service must be altogether exceptional, and the application of the ordinary rules of compensation, superannuation or invalid pension to temporary employes can only be justified by very special circumstances. This concession is intended to provide some means of support in their old age for temporary employes whose long and faithful service in an appointment not qualifying for pension is such as to merit special consideration.

NOTE.—The operation of this paragraph is not confined merely to cases where temporary service is followed by permanent service, nor is it affected by the provisions of special rules in those regulations. The intention is that while the discretion of the Surveyor General in the award of pensions under the article in question is not fettered, the principles underlying this paragraph should be generally followed.

Art. 441,
C. S. R.

737. An invalid pension is awarded, on his retirement from the public service, to an officer who by bodily or mental infirmity is permanently incapacitated—

(a) for the public service, or

(b) for the particular branch of it to which he belongs.

Arts. 442 to 444,
C. S. R.

738. (a) If an officer applying for an invalid pension is sixty years old or upwards, no certificate by a medical officer is necessary; it suffices for the head of the office to certify to the incapacity of the applicant. Otherwise, incapacity for service must be established by a medical certificate.

Art. 911 (c),
C. S. R.

(b) If the applicant is less than sixty years old, the requisite medical certificate should be attached to the application. But if omission has been made in this respect, the Surveyor General may accept a certificate bearing a later date.

C. O. No. 109
(Adm.), dated
10th February
1892.

739. In submitting applications for invalid pensions, executive officers are requested to obtain, whenever possible, the medical certificate required under clauses (c) and (d) of Article 442, Civil Service Regulations, from a Medical Invaliding Committee, and, when impossible, to state the reasons for submitting a certificate from a single medical officer.

C. O. No. 271
(Adm.), dated
29th January
1909.

In all cases when an officer is sent for medical examination the examining medical officer or board should be asked to obtain on the medical certificate the thumb and finger impressions of the left hand of the applicant for pension. These last impressions should afterwards be verified by the head of the office with those in the service book.

Art. 443(b),
C. S. R.

740. If the examining medical officer, although unable to discover any specific disease in the officer, considers him incapacitated for further service by general debility while still under the age of fifty-five years, he should give detailed reasons for his opinion, and, if possible, a second medical opinion should always in such a case be obtained.

Art. 443 (c),
C. S. R.

In a case of this kind special explanation will be expected from the head of the office or department, of the grounds on which it is proposed to invalid the officer.

Art. 444,
C. S. R.

741. A simple certificate that inefficiency is due to old age or natural decay from advancing years is not sufficient in the case of an officer whose recorded age is less than fifty-five years, but a medical officer is at liberty, when certifying that the officer is incapacitated for further service by general debility, to state his reasons for believing the age to be understated. An officer's pension should not be reduced under paragraph 765, on the ground of such a belief having been expressed unless it is clearly shown by the medical and other evidence that age has been intentionally understated.

Art. 452,
C. S. R.

An officer discharged on other grounds has no claim under paragraph 737, even although he can produce medical evidence of incapacity for service.

Art. 453,
C. S. R.

742. If an officer is invalided as unfit for employment only in some particular branch of the public service, every effort should be made to find for such an officer other employment suited to his particular capacity.

Art. 454,
C. S. R.

743. If the incapacity is the result of irregular or intemperate habits, no pension can be granted.

Art. 455,
C. S. R.

744. An officer who has submitted under paragraph 738, a medical certificate of incapacity for further service, must not (except for special reasons to be reported to the Surveyor General) be retained in active service pending a decision on his application for pension, nor can he obtain leave of absence except subsidiary leave preparatory to retirement. Without the further special sanction of the Surveyor General, service after the date of medical certificate does not count for pension.

Arts 455 and
457, C. S. R.,
C. I. T. No.
P. N., dated
587,
30th August
1909.

745. The service of an officer who is invalided ceases on the date of the invaliding certificate but, if an officer is invalided while on leave other than privilege leave, his retirement may have effect from the termination of his leave and the officer may continue to draw leave allowances to the end of his leave.

C. I. T., No.
G. R.,
44, dated
23rd December
1908.
Art. 483,
C. S. R.

746. If an officer retires without returning from departmental leave, his service during such leave does not count.

747. An officer should not, without urgent necessity, be invalided when he has nearly completed thirty years' service.

Art. 480,
C. S. R.

748. In the case of an officer whose qualifying service began after he attained the age of thirty years, the attention of the examining medical officer should always be called to para. 765, in order that he may adapt his certificate accordingly.

Art. 426,
C. S. R.

749. (a) A compensation pension is awarded to an officer discharged from the public service when, on reduction of an establishment, his appointment is abolished and other suitable employment cannot be found for him. An appointment, the pay of which is reduced as part of a general scheme of revision, is abolished within the meaning of this paragraph. But in such case it may sometimes be cheaper to grant a personal allowance than a pension.

Art. 427,
C. S. R.

(b) To pension an officer still capable of useful service is a waste of public money; before a pension is granted to such an officer discharged on abolition of appointment, it must be carefully considered whether he cannot be otherwise provided for. The head of a department, in forwarding an application for compensation pension, should invariably state for what reason it has been found impossible to provide suitable employment for the applicant.

Art. 429,
C. S. R.

(c) The abolition must produce a real saving to Government. Particulars of the saving effected should be fully set forth in every application for compensation pension. The saving should always exceed the cost of the pension; otherwise it may perhaps be better to postpone the reduction of establishment or abolition of appointment.

Art. 436,
C. S. R.

750. Reasonable notice should be given to an officer in permanent employ before his services are dispensed with on the abolition of his office.

Arts. 456 and
461, C. S. R.

751. (a) An officer, including a sub-assistant superintendent, who has attained the age of 55, may be required to retire by the Surveyor General. The Surveyor General may delegate this power in respect of non-gazetted officers to Superintendents.

(b) This rule should be worked with discretion in order to avoid depriving the State of the valuable experience of really efficient officers, and adding unnecessarily to the non-effective charges. In the case of officers holding superior appointments, the standard of efficiency by which retention is to be decided is above the standard required in lower appointments. In every case in which the rule is enforced the reason for enforcing it should be recorded. But no claim from an officer to compensation on account of the enforcement of the rule will be entertained.

(c) Each such officer's case should be taken up when he is 55 years old and before the expiry of each extension of service. In every case the extension should be given for not more than one year at a time.

752 An officer who has attained the age of 60 cannot be retained in the service of Government save in very exceptional circumstances and with the sanction of the Surveyor General.

Art. 912,
C. S. R.

753. In the case of an officer in superior service, who retires before he is 60 years of age, it should be stated in the column for "Any other remarks" on the third page of the application for pension whether retirement is compulsory or optional, and, when compulsory the order sanctioning retirement should be quoted and cause of inefficiency specified.

Art. 729,
C. S. R.

754. (a) Officers and servants of Government, being volunteers who are called out on actual military service are entitled (themselves and their families) to the pensions, allowances, or gratuities admissible under Army Regulations, India, Volume IX, Section XIX, but if they are entitled by the rules of the service to which they belong to a higher pension, allowance or gratuity than is provided by the Army Regulations, then they or their families shall receive such higher pension, allowance, or gratuity in lieu thereof.

Art. 730,
C. S. R.

(b) Gratuities and pensions are granted to civil officers wounded, and to the families of such officers killed, while serving (in circumstances justifying their presence) with a military force, and to the families of such officers whose death is due to illness, contracted on service with an army in the field, according to the scale applicable to officers, or men of the regular force or their families.

755 (a) The rules regarding the grant of extraordinary pensions and gratuities for injuries received on duty are laid down in Chapter XXXVIII, Section III, of the Civil Service Regulations.

Art. 734,
C. S. R.

(b) They apply to any person employed permanently or temporarily in the service of Government, and provide for a pension in cases of injury or death :—

(i) to a man so injured in the execution of a public duty as to be incapacitated for earning a livelihood ;

(*ii*) to the family of a man killed in the execution of a public duty.

Art. 735,
C. S. R.

(*c*) The pension is only granted when injury or death is met in the performance of a duty which is attended with extraordinary bodily risk. The Government recognises no claims on account of loss of life or bodily injury resulting from an ordinary accident.

Art. 740,
C. S. R.

(*d*) A pension is granted to the family of a man killed in the execution of his duty, the term family including only wife, legitimate child father or mother dependent on him for support.

Art 736, C. S.
R.

(*e*) The Government does not bind itself to grant a pension in every case, or if it grants a pension, to grant it for life.

Art 747, C. S.
R.

(*f*) The application for pension should be submitted in the form prescribed in Article 747, Civil Service Regulations, and should be accompanied by a full report as to cause of injury or death.

R. & A. Dept.,
No. 509-71—I,
dated 18th
February 1902.

(*g*) For rules regulating the amount of pension or gratuity admissible, see Articles 737 to 744, Civil Service Regulations.

756. Compassionate gratuities to families of deserving Government servants left in indigent circumstances by the premature death of the individual upon whom they depended for support may be granted within certain limits and in cases which are of very exceptional character.

G. I. O., No 807,
dated 11th
December 1912.

757. The rules relating to the commutation of pensions are to be found in Appendix 16.

Art. 431,
C. S. R.

758. No pension is admissible to an officer for the loss of an appointment on discharge after the completion of a specified term of service.

Section 3.—Pensions and Gratuities.

Superior Service.

Art. 424, C. S.
R.

759. Pensions for "Superior service" are divided into the following four classes, the rules for which are prescribed in Chapter XVIII of the Civil Service Regulations :—

- (*i*) Invalid pensions.
- (*ii*) Compensation pensions.
- (*iii*) Superannuation pensions.
- (*iv*) Retiring pensions.

Art. 474, C. S.
R.

760. The amount of a pension is regulated by length of service as follows :—

- (*a*) After a service of less than ten years a gratuity not exceeding (except in special cases and under the orders of Government) one month's emoluments for each completed year of service. If the officer's emoluments have been reduced during the last three years of his service otherwise than as a penalty, average emoluments may, at the discretion of the Surveyor General, be substituted for emoluments.

(b) After a service of not less than 10 years a pension not exceeding the following amounts :—

Years of completed service.	Scale of pension.	Maximum limit of pension.	
		Rs. 2,000 a year	Rs. 166⅔ a month.
10 . . .	10 sixtieths of average emoluments.		
11 . . .	11 "	2,200	183⅓ "
12 . . .	12 "	2,400	200 "
13 . . .	13 "	2,600	216⅔ "
14 . . .	14 "	2,800	233⅓ "
15 . . .	15 "	3,000	250 "
16 . . .	16 "	3,200	266⅔ "
17 . . .	17 "	3,400	283⅓ "
18 . . .	18 "	3,600	300 "
19 . . .	19 "	3,800	316⅔ "
20 . . .	20 "	4,000	333⅓ "
21 . . .	21 "	4,200	350 "
22 . . .	22 "	4,400	366⅔ "
23 . . .	23 "	4,600	383⅓ "
24 . . .	24 "	4,800	400 "
25 and above .	30 "	5,000	416⅔ "

NOTE.—For the precise meaning of average emoluments, see Articles 486 and 487, Civil Service Regulations.

C. I. T. No.

P. N.
476, dated 26th
October 1907.

761. In the case of an officer who has submitted a medical certificate of incapacity for further service while on leave other than privilege leave, the period of leave up to the date of its termination when that is later than the date of the medical certificate should be taken into account for the purposes of calculating average emoluments.

762. For allowances which do not count in calculating average emoluments see Article 488, Civil Service Regulations.

G. I. O. No. 355,
dated 2nd July
1900.
Art. 408, C. S.
R.

763. The following amount of leave with allowances, in and out of India is reckoned as pensionable service; in India 1 year in 15 years' and 2 years in 30 years' service; out of India, 1 year in 15, 2 years in 20, 3 in 25, 4 in 30 and 5 years in 35.

C. I. T. No.
P. N.
890, dated 27th
September 1904.

The above periods are not cumulative, that is, an officer may not count two years' leave after 15 years' service or more than 4 years' leave in 30 years' service. The maximum amount of leave both in and out of India which may be counted is that shown in the latter portion of above. The term "leave with allowances" includes all such leave as carry the title to leave allowances irrespective of the fact whether allowances are actually granted or not.

Art. 475, C. S.
R.

764. An officer who has held the appointment of Superintendent, for not less than 3 years previous to retirement, is eligible for an extra pension of Rs. 1,000 per annum.

Art. 478 (a), C.
S. R.

765. A superannuation pension, or an invalid pension, granted on account of incapacity for further service due to old age or natural decay from advancing years shall, if the officer's qualifying service began after the 20th January 1871 and after he attained the age of thirty years, be reduced by one-fortieth for every year or part of a year by which his age at the commencement of his qualifying service exceeded thirty years.

NOTE 1.—This rule may be relaxed by the Government of India in cases when the maximum pension admissible does not exceed Rs. 100 a month or when, though the maximum pension exceeds that amount, the enhancement of pension involved does not exceed Rs. 10 a month.

NOTE 2.—This paragraph is not applied in the case of an officer re-employed after discharge owing to abolition of appointment, or ill-health.

766. In the case of an officer re-employed after resignation or discharge for misconduct or inefficiency, the words "exceeded 30 years" at the end of the above paragraph, should read "exceeded the sum of 30 years and the term of the previous qualifying service."

Art. 478 (b),
C. S. R.

767. Gratuities are not subject to any reduction, and in the case of pensions, the fixed limits are to be applied before, and not after, making the reduction.

Art. 464, C. S.
R.

768. (a) An officer in superior service who has attained the age of 55 years may, at his option, retire from the service on a superannuation pension.

Art. 458, C. S.
R.

(b) A superannuation pension is granted to an officer in superior service entitled or compelled by rule, to retire at a particular age.

Supplement to
C. S. R. 1912,
para. 529.]

(c) An officer claiming a superannuation pension for his superior service under sub-para. (a) can, under para. 770, also be granted a separate invalid gratuity for his inferior service previously rendered by him without submitting a medical certificate of unfitness for further service.

Art. 460, C. S.
R.

769. An officer who may be required to retire under para. 751 or who retires voluntarily under para. 768 (a) and part of whose service has been inferior, is entitled to pension on the same conditions as if he had been invalided under para. 775 and to the option allowed by para. 770.

Art. 393, C. S.
R.

770. An officer whose service has been for some time inferior and for some time superior, may either count—

(a) the whole as inferior towards pension or gratuity on the inferior scale, or

(b) the superior portion towards pension or gratuity on the superior scale and the inferior portion towards gratuity on the inferior scale.

Under (a) the pension or gratuity is calculated on the pay (whether in superior or inferior service) which the officer drew immediately before his retirement.

Under (b) the pension or gratuity on the superior scale is calculated upon the average emoluments or emoluments respectively which the officer drew when last in superior service, and the gratuity on the inferior scale upon the pay which he drew when last in inferior service; provided that the total gratuity or gratuity *plus* pension granted under this clause shall not exceed what would have been admissible if the whole service had been superior.

If an officer has been reduced from the superior to the inferior class for misconduct, he cannot have the benefit of this article without the special permission of the Surveyor General.

Art. 465, C. S. R. 771. A retiring pension is granted to an officer who voluntarily retires after completing qualifying superior service for thirty years.

Art. 365, C. S. R. 772. Service of an officer who is paid by contract does not count for pension.

Arts. 372 and 373, C. S. R. Service as an apprentice does not qualify; but that of a probationer who holds a substantive office and draws substantive pay qualifies for pension.

Art. 358, C. S. R. 773. Except for compensation gratuity, an officer's service does not in the case of superior service qualify till he has completed twenty years of age.

Art. 399, C. S. R. 774. The claims of an officer, promoted from an inferior to a superior grade as a reward for meritorious service, will be specially considered by the Government of India. This rule is to be strictly interpreted, and a claim under it can be founded only on exceptional promotion made out of the ordinary course.

Section 4—Pensions and Gratuities.

Inferior Service.

Art. 481,
C. S. R.

775. Pensions and gratuities for "Inferior service" are regulated by Chapter XIX, Articles 481-484 of the Civil Service Regulations, and may, subject to the conditions laid down in Chapter XVIII, Articles 426 to 457, be granted as follows:—

(a) Compensation and invalid gratuity—

- (i) after a service of less than five years—*nil*;
- (ii) after a service of not less than five years, but less than ten years—three months' pay;
- (iii) after a service of not less than ten years, but less than fifteen years—four months' pay;
- (iv) after a service of not less than fifteen years, but less than twenty years—five months' pay;
- (v) after a service of not less than twenty years—six months' pay.

(b) Compensation and invalid pension after a service of not less than 30 years—half pay, not exceeding Rs. 4 a month.

NOTE.—There is no superannuation or retiring pension for inferior service; the members of which are entitled to invalid pension only.

Art. 414, C. S.
R.

776. (a) An inferior servant counts as service for pension, leave with and without allowances not exceeding in the aggregate that which might be given with allowances under the rules in Chapters XII and XIV, Civil Service Regulations.

(b) Departmental leave also counts as service for pension.

Note to Art.
409, C. S. R.
Art. 390, C. S.
R.

777. In the case of inferior service, service counts after the age of sixteen years.

Note to Art.
482, C. S. R.

778. If the pay of an officer in inferior service has been reduced during the last three years of his service otherwise than as a penalty, his gratuity or pension may, at the discretion of the Surveyor General, be calculated upon the average of his pay during the last three years of his service.

App. 1.]

List of Office Forms.

Appendix I.—List of Office Forms.

[C. O. No. 319 (Adm.), dated 5th August 1911.]

New Number.	Old Number.	Description of Forms.
I. O. F.	I. O. F.	Indent for Office Forms.
Special Forms used by the Trigonometrical Branch		
O. 1 Δ	O. 1 Δ	Transfer of Stations.
O. 1 Δ^a	O. 1 Δ^a	Transfer of Station (for Trigonometrical Office).
O. 1 Δ^b	O. 1 Δ^b	Transfer of Trigonometrical Station.
O. 1 Δ^c	O. 1 Δ^c	Transfer of Station (for Native Official).
O. 2 Δ	O. 2 Δ	Transfer of Bench Marks.
Special Forms used by the Revenue Branch.		
O. 1 R	O. 48 R	Form of Cheque.
O. 2 R	O. 49 R	Coolie Bill.
O. 3 R	O. 19 R	Acquittance Roll of Establishment.
O. 4 R	O. 20 R	Acquittance Roll for Squads.
O. 5 R	O. 21 R	Acquittance Roll for Parties for Field Season.
O. 6 R	O. 10 R	Annual Table of Estimates of Monthly Expenditure (Professional).
O. 7 R	O. 3 R	Summary of Outturn of Work.
O. 8 R	O. 36 R	Surveyor's Return of Traverse Work.
O. 9 R	O. 52 R	Statement of Areas by Planimeter.
O. 10 R	O. 6 R	Annual Table of Records prepared.
Forms used by all Branches.		
O. 1	O. 1	Requisition for Special Letter of Credit to cover advances to Establishment.
O. 2	O. 3	Statement showing amount of money required quarterly
O. 3	O. 11	Receipt Form in counterfoil for money received from Treasuries.
O. 4	O. 103	Money Receipt Form.
O. 5	O. 12	Cash Book { Inner sheet.
		Outer cover.
O. 6	O. 2	Statement of Expenses (Monthly).
O. 7	O. 4	Account Current.
O. 7 ^a	...	Adjustment Statement of Pay.
O. 7 ^b	...	Adjustment Statement of Daily Rates.
O. 7 ^c	...	Adjustment Statement of Travelling Expenses.
O. 8	O. 5	Abstract of Cash Statement.
O. 9	...	Form of amounts drawn from Treasury.
O. 10	O. 17	Salary Bill.
O. 11	O. 19	Salary Bill of Permanent Native Es- { $\frac{1}{2}$ sheet.
		tablishment. { 1 sheet.
O. 12	O. 20 ^a	Detailed Statement of Arrears of Pay drawn in Supplementary Bills. { Inner $\frac{1}{2}$ sheet.
O. 13	O. 20	Absentee Statement.
O. 14	O. 21	Last Pay Certificate.

App. 1.]

List of Office Forms.

New Number.	Old Number.	Description of Forms.
O. 15	O. 22	Authority for Increment to Pay of Sub-Assistant Superintendents.
O. 16	O. 22a	Authority for Increment to salary of an Officer of the Provincial or Upper Subordinate Service.
O. 17	O. 23	Memorandum to Treasury Officer forwarding Pay Bills.
O. 18	O. 50	Counterfoil Advice Form for monthly bills and statements.
O. 19	O. 51	Monthly Statement of Changes (Gazetted Officers).
O. 20	O. 51a	Monthly Statement of Changes (Establishment).
O. 21	O. 53	Form of Guarantee from Agents who draw the pay of absentees.
O. 22	O. 55	Acquittance Rolls of Detachments { $\frac{1}{2}$ sheet. $\frac{1}{4}$ sheet.
O. 23	O. 75	Certificate accompanying Salary Bills to treasuries.
O. 24	O. 14a	Travelling Allowance Bill for Establishment. { Inner-sheet. Outer-sheet.
O. 25	O. 14	Travelling Allowance Bill for Gazetted Officers. { $\frac{1}{2}$ sheet. 1 sheet. Inner $\frac{1}{2}$ sheet.
O. 27	O. 16	Excess Moiety Travelling Allowance Bill.
O. 28	O. 66	Authority to exchange daily allowance for that admissible under Chapter LII, Civil Service Regulations
O. 29	O. 78	Application for sanction of rail and steamer fares to Lower Subordinates and Menials. { $\frac{1}{2}$ sheet. 1 sheet.
O. 30	O. 6	Contingent Bill for Executive Officers { $\frac{1}{2}$ sheet. 1 sheet. Inner $\frac{1}{2}$ sheet.
O. 31	O. 7	Contingent Bill for other officers, etc. { $\frac{1}{2}$ sheet. $\frac{1}{4}$ sheet.
O. 32	O. 8	Abstract Classification of Contingent Charges.
O. 33	O. 9	Muster Roll and Bill for feed and keep of Government Elephants.
O. 34	O. 10	Certificate of Payment of a charge for which a voucher is not procurable.
O. 35	O. 54	Certificate for Office Rent.
O. 36	O. 60	Requisition for Remittance Transfer Receipt.
O. 37	O. 77	Personal Account Current Form.
O. 38	O. 79	Memorandum forwarding papers to C. I. T.
O. 39	O. 83	Contingent Voucher Certificate Form.
O. 41	O. 87	Advance Bill Form.
O. 42	O. 89	Application for sanction to contingent expenditure.
O. 43	O. 31	Budget Estimate.
O. 44	O. 32	Revised Estimate.
O. 45	Progress Report form for Party or Camp.
O. 46	O. 72	Monthly Budget Memorandum (Professional).
O. 47	O. 99	Explanatory Statement for increase and decrease between sanctioned and proposed estimate.
O. 47a	O. 45	Individual Progress Report form (Plane-Tabling).
O. 47b	O. 47	Individual Progress Report form (Triangulation and Travelling).
O. 48	O. 98	Detailed Statement showing estimated expenditure against several heads of Budget and Revised Estimate.
O. 49	O. 86	Quarterly Return of estimated and actual expenditure
O. 50	O. 93	Abstract of Expenditure of Survey Parties.
O. 51	O. 94	Distribution of Charges of Survey Parties.
O. 52	O. 95	Distribution showing charges under different heads to accompany Budget Estimate.

App. I.]

List of Office Forms.

New Number.	Old Number.	Description of Forms.
O. 53	O. 88	Counterfoil Receipt Form.
O. 54	O. 90	Examination Report on Bills.
O. 55	O. 91	Register of Bills and Account Current of Field Parties.
O. 56	O. 13	Indent for Police Guards.
O. 57	O. 38	Indent on Map Record and Issue Office.
O. 57a	Indent on Forest Map Office.
O. 58	O. 76	Indent for English articles from Director { Outer sheet. General of Stores. (Inner sheet.
O. 59	O. 85	Consolidated Stationery Indent of Survey of India (for miscellaneous articles).
O. 60	O. 85a	Consolidated Stationery Indent of Survey of India (for paper).
O. 61	O. 68	Requisition Form for Sub-Assistant Surgeons.
O. 62	O. 30a	Return of Surveyors recommended for promotion or for transfer to permanent establishment.
O. 63	O. 33	Return of Sub-Assistant Surgeons (Quarterly).
G. 64	O. 34	Return of Government Elephants (Annual).
O. 65	O. 35	Report on Instruments after the Field Season.
O. 66	O. 36	Return of Books, Instruments, Office Furniture and Equipment (Annual).
O. 67	O. 37	Mortuary Return of European Officers.
O. 68	O. 62	Descriptive Roll of men proscribed and debarred from Government Service.
O. 69	O. 63	Register of Tents.
O. 70	O. 64	Report on condemned Government Property.
O. 71	O. 65	Statement of proposed strength of Native Establishment for Recess.
O. 72	O. 70	Statement showing Permanent and Temporary Establishment on 1st December.
O. 73	O. 29	Qualification Report of Extra and Sub-Assistant Superintendents.
O. 74	Annual Qualification Report on Officers of the Provincial Services.
O. 75	O. 30	Qualification Report of Surveyors, etc. (Permanent and Temporary).
O. 76	O. 30b	Trans-Frontier Qualification Report.
O. 78	O. 107	Statement showing the Distribution of Forest Survey.
O. 79	O. 46	Tabular Progress Report at the end of Field Season.
O. 80	O. 48	Progress Report of a Party (Monthly) { Full sheet. Half sheet.
O. 81	O. 49	Progress Report of Levelling (Monthly and Annual).
O. 82	O. 67	Monthly Progress Report for Drawing Office.
O. 83	O. 71	Monthly Return of Mapping { 1 sheet. ½ sheet.
O. 84	O. 56	Detail of Triangulation. }
O. 85	O. 57	Detail of Topography } for Annual Reports.
O. 86	O. 58	Detail of Traversing }
O. 87	O. 61	Distribution of Charges and Cost Rates for each description of Work.
O. 88	O. 61a	Statement showing manner and periods of distribution of charges.
O. 89	O. 24	Application for Leave.
O. 90	O. 25	Leave Certificate for surveyors and menials during Recess.
O. 91	O. 26	Application to Medical Officer for examination of a Candidate for employment.

App. 1.]		List of Office Forms
New Number.	Old Number.	Description of Forms.
O. 92	O. 26a	Application to Medical Officer for examination of Clerks and Draftsmen of Head-Quarters Offices.
O. 93	O. 27	Application to a Medical Board or Medical Officer for an Invaliding Certificate.
O. 94	O. 73	Special page for Service Books showing Record of Departmental Leave.
O. 95	O. 92	Record of leave of Assistants.
O. 96	O. 106	Casual leave application Form.
O. 97	O. 39	Application for Pension or Gratuity.
O. 98	O. 52	Memorandum Form forwarding Statement of Service for verification.
O. 99	O. 52a	Statement of Service for Verification.
O. 100	O. 52b	Statement of Service Verified.
O. 101	O. 81	Thumb and Finger Impression Form (for pension application).
O. 102	O. 96	Letter Form Sanctioning Pensions and Gratuities.
O. 102a	...	Letter Form to Comptroller, India Treasuries, forwarding pension application for report.
O. 103	O. 28	Instructions for applicants for the Competitive Examination of the Provincial Service of the Survey of India.
O. 104	O. 28a	Instructions for applicants for the appointment to the Upper Subordinate Service of the Survey of India.
O. 105	O. 59	Receipt for Forms (Professional).
O. 106	O. 59a	Receipt for Forms (Office).
O. 107	O. 66a	Invoice for despatching fair maps to Head-Quarters.
O. 108	O. 80	Thumb and Finger Impression Form (for service book).
O. 109	O. 97	Form for Preparation of monthly Survey Notes.
O. 109a	...	Form of Agreement to be signed by soldier surveyors on permanent appointment to the Survey of India.
O. 110	O. 40	Memorandum Form for general use.
O. 111	O. 40a	Letter Form to the Surveyor General.
O. 112	O. 41(1)	Letter Form to the Officer in Charge Surveyor General's Office.
O. 113	O. 41(4)	Letter Form to the Officer in Charge Surveyor General's Office through the Superintendent, Trigonometrical Survey.
O. 114	O. 41(6)	Letter Form to the Superintendent, Trigonometrical Survey.
O. 115	O. 41(9)	Letter Form to the Superintendent, Circle.
O. 115a	...	Letter Form to the Superintendent, Map Publication.
O. 116	O. 42	Letter Form to General Public.
O. 117	O. 43	Letter Form for planetablers.
O. 118	O. 43a	Letter Form between Assistants and Executives : Reference and Reply ($\frac{1}{2}$ sheet).
O. 119	O. 43b	Letter Form between Assistants and Executives : Reference and Reply ($\frac{1}{4}$ sheet).
O. 120	O. 43c	Reference and Reply form.
O. 121	O. 18	Draft Form for parties.
O. 122	O. 44	Letter of advice to Post Offices.
O. 123	O. 69	Demi-official Form { Full sheet. Half sheet.
O. 124	O. 84	Routine notes.
O. 125	O. 100	Reminder form.
O. 126	O. 101	Un-official Memorandum form.
O. 127	O. 102	Endorsement form.

App. 1.]

List of Office Forms.

New Number.	Old Number.	Description of Forms.
O. 128	O. 104a	Draft Endorsement Form f or Superintendent, Northern Circle.
O. 129	O. 104b	Draft Endorsement Form for Superintendent, Southern Circle.
O. 130	O. 104c	Draft Endorsement Form for Superintendent, Eastern Circle.
O. 131	O. 105a	Docket Form for Superintendent, Circle
O. 134	O. 50 R	Diary of Receipt and Issue Letters.
O. 136	O. 51 R	Serial Number Despatch book.
O. 138	...	List of Subscribers to General Provident Fund.
O. 139	<u>P. 73 (New)</u> <u>P. 80 (Old)</u>	Report on condition and repairs of G. T. Stations.
O. 140	<u>P. 75 (New)</u> <u>P. 72 (Old)</u>	Examination Report of Maps.
O. 141	<u>P. 76 (New)</u> <u>P. 73 (Old)</u>	Particulars of Examination of Maps.
O. 142	<u>P. 77 (New)</u> <u>P. 81 (Old)</u>	Publication Instructions.
O. 143	P. 78 (New)	Reproduction Instructions for attachment to Field Sections.
O. 144	<u>P. 79 (New)</u> <u>P. 97 (Old)</u>	Record slip for field section (on bank post paper).
O. 145	...	Invoice Form in triplicate.
O. 146	...	Record of work of Lower Subordinates.

Titles, Labels, etc.

L. 1	...	Labels for Parties.
L. 2	...	Miscellaneous Labels.
L. 3	L. 2	Title pages of Traverse Volumes.
L. 4	L. 4	Labels for back of Village Traverse Volumes.
L. 5	L. 5	Labels for Levelling Records.
L. 6	L. 6	Labels for Traverse Field Books.
L. 7	L. 7	Labels for Original Field Sheets.
L. 8	L. 8	Labels for Field Area Statements.
L. 9	L. 9	Labels for Main Circuit Traverses.
L. 10	L. 10	Labels for Azimuth Observations.
L. 11	L. 11	Labels for Horizontal Angle Books.
L. 12	L. 12	Labels for Vertical Angle Books.
L. 13	L. 12 (1)	Labels for combined Horizontal and Vertical Angle Books.
L. 14	L. 17	Envelopes to Surveyor General of India.
L. 15	L. 15	Envelopes to Superintendent Trigonometrical Survey.
L. 16	...	Envelopes to Superintendent, Circle.
L. 17	...	Envelopes to Superintendent, Northern Circle.
L. 18	...	Envelopes to Superintendent, Southern Circle.
L. 19	...	Envelopes to Superintendent, Eastern Circle.
L. 20	..	Envelopes to Superintendent, Map Publication Office.
L. 21	...	Envelopes to Officer in charge Surveyor General's Office.
L. 22	...	Envelopes to Officer in charge Map Record and Issue Office.

App. 1.]

List of Office Forms.

New Number.	Old Number.	Description of Forms.
L. 23	...	Envelopes to Officer in charge Mathematical Instrument Office.
L. 24	...	Envelopes to Officer in charge Forest Map Office.
L. 25	L. 20	Envelopes to Officer in charge.....Party.
L. 26	L. 14	Envelopes to Officer in chargeOffice.
L. 27	...	Envelopes to Comptroller, India Treasuries (large).
L. 28	..	Envelopes to Comptroller, India Treasuries (small).

Miscellaneous and India Army Forms without Survey
Numbers.

- A Indent on Mathematical Instrument Office.
 B Requisition for repair to instruments on Mathematical Instrument Office.
 C Form for deposit of instruments in Mathematical Instrument Office.
 Annual Confidential Report and additions to Record of Services of Sub-Assistant Surgeons (I. A. F. I-1122).
 Indent on Medical Store Dépôt for Medical and Surgical Equipment Annual — (I. A. F. 1216).
Supplementary — (I. A. F. 1216).
 Transfer Return of Documents (I. A. F., Z. 2039)
 Application for Furlough only for R. E. Officers who have not elected for Continuous Service in India (I. A. F. L.1170).
 Annual Indent for Stationery Form No. 1.
 Supplementary Indent for Stationery Form No. 1A.

App. 2.]

List of Professional Forms.

Appendix 2,—List of Professional Forms.

New Number	Old Number.	Description of Forms.
...	P. 1	Indent for Professional Forms.
Topographical.		
1 Topo.	P. 31	Books of.....quires for Observation of Zenith Distances for finding Time or Latitude.
2 do.	P. 3	Books of.....quires for Horizontal Angles, 3 Verniers.
3 do.	P. 2	Combined Horizontal and Vertical Angle Books of.....quires each.
4 do.	P. 6	Abstract of Horizontal and Vertical Angles and Azimuths.
5 do.	P. 15	Computation of Minor Triangles.
6 do.	P. 18	Ditto Lats and Longs of Intersected Points.
7 do.	P. 7	Ditto Position of Station from Observation to 3 known points.
8 do.	P. 20	Ditto and Abstract of Heights of Stations and Points
9 do.	P. 25	List of Latitudes, Longitudes, and Heights of Stations and Points
10 do.	P. 39	Computation of Azimuth from Star Observations when Lat. and Time are known (applicable to Stars of North aspect only).
11 do.	P. 40	Computation of Azimuth (Horzl. and Vertical Angles observed simultaneously)
12 do.	P. 41	Ditto Azimuth from Star Observations when Time and Latitude are known.
13 do.	P. 42	Ditto Lats. and Circum-Meridional Zenith Distances.
14 do.	P. 43	Ditto Lats. by Observations of <i>Polaris</i> out of the Meridian.
15 do.	P. 44	Ditto Time.
16 do.	P. 35	Ditto Time from single altitudes.
17 do.*	P. 21	Ditto Clinometric Heights.
18 do.	Mr. Hunter's form of 1911.	Ditto Heights from Barometrical or Hypsometrical observations.
11 Trian., 18 Trian., 19 Trian., 20 Trian., and 21 Trian. are also used sometimes for Topographical work.		
Traverse.		
1 Trav.	P. 63	Main Circuit Field Book.
2 do.	P. 64	Traverse Field Book <u>Inner Sheet</u> Cover
3 do.	P. 65	Field Surveyor's Boundary Field Book.
4 do.	P. 33	Computation of Azimuth from simultaneous Horzl. and Vertical observations.
5 do.	P. 45	Main or Sub-Circuit Traverse Table.
6 do.	P. 46	Village Circuit Traverse Table.
7 do.	P. 47	Abstract of Co-ordinates of Traverse Stations.
8 do.	Mr. Eccles' forms of 1911.	Computation of Rectangular Co-ordinates from Spherical.
9 do.		Ditto Spherical Co-ordinates from Rectangular.
10 do.		Transformation of Rectangular Co-ordinates of Stations from one origin to another.

* NOTE.—Two forms in use. New form issued in 1913.

App. 2.]

List of Professional Forms.

New Number.	Old Number.	Description of Forms.
Traverse—<i>contd.</i>		
11 Trav.	P. 52	Computation of Rectangular Co-ordinates of Intersected Points.
12 do.	P. 54	Ditto for Comparing Traverse with Triangulation distances.
13 do.	P. 60	Ditto of Distances on Meridian and Perpendicular by logarithms.
14 do.	P. 61	Ditto Ditto Meridian and Perpendicular by Traverse Tables.
15 do.	P. 62	Multiplication.
16 do.	P. 53	Synopsis and Description of Traverse Stations.
17 do.	P. 51	List of Rectangular Co-ordinates of Trijunctions for Traverse Chart.
18 do.	P. 58	Area Statement and Land Register (Town Surveys).
19 do.	P. 66	Particulars of Examination of Traverse Survey Computations.
20 do.	P. 29	Field Register of Villages.
21 do.	P. 57	Index to Traverse Table Volumes.
22 do.	P. 59	Alphabetical Index with Village Areas (Cadastral).
23 do.	P. 67	Index to Main Circuit Field Books.
24 do.	P. 68	Ditto Main and Sub-Circuit Area Tables.
25 do.	P. 69	Ditto Village Field Book.
26 do.	P. 71	Ditto Azimuth Observations.
27 do.	P. 72	Ditto Azimuth Computations.
28 do.	P. 70	Ruled sheets (one inch squares in blue).

Geodetic Latitude.

1 Lat.	...	Record and Reduction.
2 do.	...	Determination of Micrometer Value
3 do.	...	Computation of Mean and Apparent North Polar Distances.
4 do.	P. 38	Ditto Ditto Right Ascension.
5 do.	...	Ditto Refraction.
6 do.	..	Abstract of Latitude Observations.

Pendulum.

1 Pend.	...	Record of Coincidences and Computation of Time of Vibration.
2 do.	...	Do. and Computation of Flexure Correction.
3 do.	...	Do. of Transit Observations.
4 do.	...	Constants for Reduction of Star Transits.
5 do.	..	Deduction of Deviation in Azimuth.
6 do.	...	Reduction of Transit Observations.
7 do.	...	Abstract of Times of Transit and Deduced Clock Rates.
8 do.	...	Abstract of Pendulum Observations.
9 do.	...	Reduction to Centre Wire.
10 do.	...	Abstract of Results and Computation of g.

Triangulation.

1 Trian.	P. 4a	Books of.....quires for Horizontal Angles, 3 Micrometers.
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App. 2.]

List of Professional Forms.

New Number.	Old Number.	Description of Forms.
Triangulation—contd.		
2 Trian.	P. 4a	Books of..... quires for Horizontal Angles, 2 Micrometers.
3 do.	P. 4c	Books of..... quires for Horizontal Angles, 3 Micrometers for Azimuth Observations.
4 do.	P. 4c	Books of..... quires for Horizontal Angles, 2 Micrometers for Azimuth Observations
5 do.	P. 5	Books of..... quires for Vertical Angles, 2 Micrometers
6 do.	...	Abstract of Horizontal Angles.
7 do.	P. 8	Computation of Weights of Observed Angles
8 do.	P. 9	Ditto Spherical Excess.
9 do.	P. 10	Reduction of Quadrilateral by the Method of Minimum Squares
10 do.	P. 11	Ditto Polygon by the Method of Minimum Squares.
11 do.	P. 12	Computation of Principal Triangles.
12 do.	P. 27	Ditto Distance Apart and Mutual Azimuths of Principal Stations
13 do.	P. 16	Ditto Lats., Longs., and Azimuths of Principal Stations.
14 do.	...	Reduction to Centre Wire for Time Observations at.....
15 do.	P. 32	Computation of Azimuth from Circumpolar Star Observations (for Geodetic purposes).
16 do.	P. 19	Computation and Abstract of Heights of Stations.
17 do.	P. 14	Computation of Secondary Triangles.
18 do.	P. 26	Ditto Triangles by two Sides and the Included Angle.
19 do.	P. 28	Ditto Distances Apart and Mutual Azimuths of Secondary Stations.
20 do.	P. 17	Ditto Lats., Longs., and Azimuths of Secondary and Minor Stations.
21 do.	P. 24	Synopsis of Lats., Longs., Azimuths and Heights of Stations.
Tidal.		
1 Tid.	...	Comparison of High and Low Waters, Actual and Predicted.
2 do.	...	Abstract of Errors of High and Low Waters.
3 do.	..	Ditto ditto ditto.
4 do.	...	Ditto ditto ditto.
5 do.	...	Cross Additions S. Page 1.
6 do.	...	Ditto ditto 2.
7 do.	...	Ditto ditto 3.
8 do.	...	Ditto ditto 4.
9 do.	...	Ditto ditto 5.
10 do.	...	Additions..... Series.
11 do.	...	Differences in Additions.
12 do.	...	Comparison of S and 2 M, K, Series.
13 do.	...	Abstract of the Totals of Series of.....19.....
14 do.	...	Values of the Tidal Constants.
15 do.	...	Abstract of Results of Harmonic Analysis of Tidal Observations.

App. 2.]

List of Professional Forms.

New Number.	Old Number.	Description of Forms.
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Tidal—*contd*

16 Tid.	...	Values of h_0, s, p_0 , etc.
17 do.	...	Ditto R and Z for 0 hours.....January 19... .
18 do.	...	Title page of Tidal Diagrams.

Levelling.

1 Lev.	...	Comparison of Staves with Field Standards.
2 do.	P. 30	Field Record.
3 do.	...	Table of Distances.
4 do.	...	Field Abstract of Sectional Points.
5 do.	...	Ditto Intermediate Points
6 do.	...	Computation of Correction for Staves.
7 do.	...	Abstract of Heights
8 do.	..	Line Form.

Magnetic.

1 Mag.	...	Observations of Absolute Declination
2 do.	...	Ditto Dip, with Dip Circle.
3 do.	...	Ditto ditto Inductor.
4 do.	...	Determination of Time of Vibration, etc.
5 do.	...	Ditto Angle of Deflection.
6 do.	...	Preliminary Statement of Values of Magnetic Constants, etc.
7 do.	..	Computation of $\log \pi^2 K$.
8 do.	...	Abstract of Astronomical Observations.
9 do.	...	Ditto Magnetic do.
10 do.	...	Records of Daily Readings taken at the.....
11 do.	...	The Dates of Magnetic Disturbances in.....
12 do.	...	Abstract of Absolute Observations and Determination of the etc.
13 do.	...	Hourly Abstract of..... Force.
14 do.	...	Ditto ditto Declination.
15 do.	...	The Hourly Means of Dip at... ..
16 do.	...	Hourly Means of theas determined at
17 do.	...	Ditto ditto..... Force in C. G. S. units.
18 do.	...	Diurnal Inequality of the... .. at... ..
19 do.	...	Correction for Diurnal Inequality in Declination.
20 do.	...	Disturbance Correction in Declination.
21 do.	...	Reduction of Declination Observations to Epoch.

Base Line.

1 Base	...	Level Form.
2 do.	...	For recording wire scale readings.

General Report, Triangulation Computations.

1 Gen. Rep.	$\frac{G. R.}{1}$	Title page.
2 do.	$\frac{G. R.}{2}$	Table of Contents.
3 do.	$\frac{G. R.}{3}$	Index.

App. 2.]

List of Professional Forms.

New Number, Old Number,

Description of Forms.

General Report.

4 Gen. Rep.	...	Table I Disposition of Officers.
5 do.	...	Table II Table showing Outturn and costs.
6 do.	...	Table III Table showing progress of Topographical Surveys.

Record Volume.

1 Rec. Vol.	..	Table I Outturn of Detail Survey
2 do.	...	Table II Details of Triangulation and Traversing.
3 do.	...	Table III Cost-rates of Survey.

App. 3.]

Income Tax.

Appendix 3.—Income Tax.

Aect. Genl.,
Bengal, Cir.
No. 107, dated
22nd Feb. 1886.

Under Act II of 1886, an income derived from any salary, annuity, pension or gratuity, falling due on or after the 1st April 1886, and drawn at a rate not below Rs. 83-5-4 per mensem, or Rs. 1,000 per annum will be subject to deduction of Income Tax. The rate of deduction will be at four pies in the rupee if the income is less than Rs. 2,000 per annum, or Rs. 166-10-8 per mensem. If the income amounts to Rs. 2,000 per annum, or Rs. 166-10-8 per mensem, or upwards, the rate will be five pies in the rupee. The salary, annuity, or pension for March 1886, which will be due on the 1st April following, will therefore be subject to the deduction, and Treasury Officers will be careful to see that no bills for such allowances from the month of March next are paid without the deduction of income tax.

2. Similarly, the gratuity calculated at the rate of Rs. 83-5-4 or upwards, paid on or after the 1st April 1886, will be subject to the deduction of income tax.

3. "Salary" as defined in the Act, includes pay, acting, local and deputation allowances, commissions and other allowances, received in addition to fixed pay, but it does not include travelling, tentage, horse, house or sumptuary allowance, or any other allowance granted to meet specific expenditure. The deduction of income tax should, therefore, be made only from the allowances included in the term "salary."

4. The deductions which are made from the salary, pension or annuity of any officer or person under the authority, or with the permission, of the Government for the purpose of securing a deferred annuity to him, or a provision for his wife or children after his death, as also the amount paid by him to an Insurance Company in respect of an insurance or deferred annuity on his own life or on the life of his wife, are exempt from liability to tax to an extent not exceeding one-sixth of his income. Income Tax should, therefore, be calculated on the net salary of the officer after the deductions on account of the service funds to the extent referred to above. In the case of any officer claiming exemption in respect of any amount paid by him to the Insurance Company, he should attach to his salary bill the receipt of the Company and a copy thereof for the amount paid by him, or otherwise satisfy the assessing officer. The officer paying the salary, pension or annuity will compare the original receipt with the copy, return the original and attach the copy to the salary, pension or annuity bill, after duly attesting the copy under his signature. When the Collector is satisfied about the payment of the premium to the Insurance Company without the production of the receipt, he should certify on the bill that the exemption claimed is admissible.

The amounts exempted from assessment under this paragraph shall not, however, be deducted from income for the purpose of determining whether the income is liable to the tax, or of determining the rate at which the tax shall be levied.

5. In the case of officers employed on Local Fund establishments, which are paid by cheques on Government treasuries, such as those employed under the District Road Cess Committee, the Cantonment Committee, the Municipality, and the Trust Funds, the income tax due by them on their salaries will be deducted by the administrators of the funds from the pay of the officers concerned and remitted to the treasury by a cheque in favour of the Collector for credit to Government with a statement showing (1) names of the persons from whose pay the tax has been realized; (2) period for which the salary has been paid; (3) amount of salary paid; and (4) amount of tax. The amount thus received will be credited separately in the treasury account, the particulars of the credit being shown in a separate statement to be submitted with the account.

6. Interest becoming due on Government securities on or after the first day of April 1886 will be subject to deduction of income tax at 5 pies in the rupee, unless the owner of the security produces a certificate signed by the Collector that his annual income from all sources is less than Rs. 1,000 or that the interest is employed solely for religious or public charitable purposes, in which case no deduction shall be made from the interest, or unless he produces a like certificate that his income from all sources is less than Rs. 2,000, in which case the rate shall be four pies in the rupee. Whenever the certificates are produced, they should be noted under the signature of the Treasury Officer in the register of encased notes prescribed in Article 179, Chapter 13, Civil Account Code, and attached to the first voucher in which the interest is drawn. In subsequent vouchers a reference should be made to voucher with which the certificate was sent.

Income Tax.

Table for calculating the Tax under Act II of 1886.

Line no.	At 4 pies in the Re.			At 5 pies in the Re.			Income.	At 4 pies in the Re.			At 5 pies in the Re.		
R.s.	R.s.	a.	p.	R.s.	a.	p.	R.s.	R.s.	a.	p.	R.s.	a.	p.
1	0	0	4	0	0	5	51	1	1	0	1	5	3
2	0	0	8	0	0	10	52	1	1	4	1	5	8
3	0	1	0	0	1	3	53	1	1	8	1	6	1
4	0	1	4	0	1	8	54	1	2	0	1	6	6
5	0	1	8	0	2	1	55	1	2	4	1	6	11
6	0	2	0	0	2	6	56	1	2	8	1	7	4
7	0	2	4	0	2	11	57	1	3	0	1	7	9
8	0	2	8	0	3	4	58	1	3	4	1	8	2
9	0	3	0	0	3	9	59	1	3	8	1	8	7
10	0	3	4	0	4	2	60	1	4	0	1	9	0
11	0	3	8	0	4	7	61	1	4	4	1	9	5
12	0	4	0	0	5	0	62	1	4	8	1	9	10
13	0	4	4	0	5	5	63	1	5	0	1	10	3
14	0	4	8	0	5	10	64	1	5	4	1	10	8
15	0	5	0	0	6	3	65	1	5	8	1	11	1
16	0	5	4	0	6	8	66	1	6	0	1	11	6
17	0	5	8	0	7	1	67	1	6	4	1	11	11
18	0	6	0	0	7	6	68	1	6	8	1	12	4
19	0	6	4	0	7	11	69	1	7	0	1	12	9
20	0	6	8	0	8	4	70	1	7	4	1	13	2
21	0	7	0	0	8	9	71	1	7	8	1	13	7
22	0	7	4	0	9	2	72	1	8	0	1	14	0
23	0	7	8	0	9	7	73	1	8	4	1	14	5
24	0	8	0	0	10	0	74	1	8	8	1	14	10
25	0	8	4	0	10	5	75	1	9	0	1	15	3
26	0	8	8	0	10	10	76	1	9	4	1	15	8
27	0	9	0	0	11	3	77	1	9	8	2	0	1
28	0	9	4	0	11	8	78	1	10	0	2	0	6
29	0	9	8	0	12	1	79	1	10	4	2	0	11
30	0	10	0	0	12	6	80	1	10	8	2	1	4
31	0	10	4	0	12	11	81	1	11	0	2	1	9
32	0	10	8	0	13	4	82	1	11	4	2	2	2
33	0	11	0	0	13	9	83	1	11	8	2	2	7
34	0	11	4	0	14	2	84	1	12	0	2	3	0
35	0	11	8	0	14	7	85	1	12	4	2	3	5
36	0	12	0	0	15	0	86	1	12	8	2	3	10
37	0	12	4	0	15	5	87	1	13	0	2	4	3
38	0	12	8	0	15	10	88	1	13	4	2	4	8
39	0	13	0	1	0	3	89	1	13	8	2	5	1
40	0	13	4	1	0	8	90	1	14	0	2	5	6
41	0	13	8	1	1	1	91	1	14	4	2	5	11
42	0	14	0	1	1	6	92	1	14	8	2	6	4
43	0	14	4	1	1	11	93	1	15	0	2	6	9
44	0	14	8	1	2	4	94	1	15	4	2	7	2
45	0	15	0	1	2	9	95	1	15	8	2	7	7
46	0	15	4	1	3	2	96	2	0	0	2	8	0
47	0	15	8	1	3	7	97	2	0	4	2	8	5
48	1	0	0	1	4	0	98	2	0	8	2	8	10
49	1	0	4	1	4	5	99	2	1	0	2	9	3
50	1	0	8	1	4	10							
				</									

App. 4.] Rules for crossing the North-West Frontier of India.

Appendix 4.—Rules for crossing the North-West Frontier of India.

G. I. O. No. 159,
dated 25th Nov-
ember 1859.
G. I. O. No. 242,
dated 25th Nov-
ember 1895.
G. I. O. No. 255,
dated 19th
August 1896.

The Governor-General in Council is pleased, in modification of the previous orders on the subject, to issue the following rules. It will be understood that they relate only to the North-West Frontier of the Punjab.—

I.—Long expeditions into or across foreign territory, short excursions into disturbed districts, which obviously involve considerable personal risk, should not be undertaken without the previous consent of the Government of India in the Foreign Department.

II.—In cases not covered by Rule I, British Officers or other persons desiring to cross the frontier, must lay before the Deputy Commissioner of the Frontier District from which they propose to start, a clear statement of the route intended, the object of the journey, the time to be spent upon it, the precautions proposed, the dependence, if any, to be placed upon guides or tribal headmen, and the reasons that the journey can be made with safety. This rule also applies to any cis-frontier tract which may for the time being be declared dangerous by the local civil or political authority. When such authority has reason to consider a cis-frontier tract unsafe for travellers, he should forward a declaration to that effect to the Local Government or Administration for transmission to the Lieutenant-General Commanding the Forces, Punjab, who will be held responsible that the warning thus given is duly communicated to and observed by Military officers within his command.

III.—Applicants should not address the Deputy Commissioner until they have first obtained from superior authority written permission to do so, and this permission must be laid before the Deputy Commissioner when the application is made. It should be obtained, if the applicants are not in the service of Government, from a Secretary to a Local Government; if they are in the Army, from the General Officer Commanding the District in which they are serving; and if they are in the service of Government in any other capacity, from the Head of the Department to which they belong. It must be clearly understood that the permission gives no authority to cross the border or to enter cis-frontier tracts which have, for the time being, been declared dangerous until the consent of the local District Officers has been obtained in the manner prescribed by these rules.

IV.—South of the Vihowa Pass, on receipt of an application in the prescribed form, the Deputy Commissioner may himself allow the applicants to cross the frontier, provided he is satisfied that the risk they will incur is small, and that satisfactory arrangements can be made for tribal escort or protection. If he is of opinion that the journey should not be allowed, or is unwilling to take the responsibility of authorizing it, he should proceed as described in Rule V.

V.—North of the Vihowa Pass, the Deputy Commissioner on receipt of the application will record his opinion and advice and forward the papers to the Commissioner of the Division for orders.

VI.—The Commissioner of the Division can grant permission for the journey to be made when he feels assured that there is no risk, even if there is no stronger reason than the desirability of cultivating intercourse with the tribesmen and accustoming them to visits by Europeans. If, however, he considers that there is some risk, he should not grant permission without the sanction of the Local Government unless the risk is, in his opinion, slight, the object sufficient, and the officer proposing to make the expedition trustworthy, and unless delay is likely to prejudice the success of the expedition.

VII.—It should be distinctly understood that permission to cross the frontier under these rules should only be given to persons who are thoroughly trustworthy; who may be relied on not to pass the limits, if any, within which permission to travel is given; who speak the language of the country they propose to visit; and who have some practical experience in dealing with frontier tribes. Ordinarily, also permission should not be allowed to these excursions, except when it is clearly desirable to obtain information of a practical character.

VIII.—In any case in which a Deputy Commissioner or Commissioner grants permission to any person to cross the frontier under these rules, a report should be sent to the Local Government, by whom it should be forwarded to the Government of India in the Foreign Department for information.

App. 4.]

Rules for crossing the North-West Frontier of India.

IX.—Nothing in this Resolution, will affect the provisions of the Punjab Frontier Crossing Regulation, VII of 1873, or the special rules prescribed for travelling in Kashmir, or will warrant any person in entering the territories of the Amir of Afghanistan without the special permission of the Government of India.

The Punjab Frontier Crossing Regulation, VII of 1873, is herewith republished for general information :—

“Whereas by a Resolution passed by the Secretary of State in Council on the 6th day of October 1870, the provisions of the 23rd of Vict., Chapter I, Section 1, were declared applicable to the Districts of Hazara, Peshawar, Kohat, Bannu, Dera Ismail Khan, and Dera Ghazi Khan; and whereas the Lieutenant-Governor of the Punjab has proposed to the Governor General in Council a draft of the following Regulation, together with the reasons for proposing the same, and whereas the Governor General in Council has taken such draft and reasons into consideration, and has approved of such draft and the same has received the Governor General's assent. In pursuance of the direction contained in the said section, the said draft is now published in the Gazette of India, and will be published in the local Gazette, and will thereupon have the force of law.”

Regulations.

“1. No person duly warned in the manner hereinafter described shall pass out of a British territory across the frontier of the Districts of Hazara, Peshawar, Kohat, Bannu, Dera Ismail Khan, and Dera Ghazi Khan.

“2. A warning for the purpose of this Regulation, if addressed to an individual, shall be in writing under the hand of the Commissioner of the Division or the Magistrate of the District, within which such individual dwells or may be found, and shall be served upon him in such manner as the Local Government may from time to time prescribe; if addressed to a class of persons or to the public generally the previous sanction of the Governor General in Council must be obtained, and this warning shall be notified in the Punjab Government Gazette and be otherwise published in such manner as may be directed by the Local Government.

“3. Whoever disobeys, or attempts to disobey, or abets within the meaning of the Indian Penal Code, another person in disobeying, or attempting to disobey the prohibition contained in the first section of this Regulation, shall be punishable with a fine not exceeding five hundred rupees.

“The provision of sections 64 and 67-70 of the Indian Penal Code shall apply to all fines imposed under this section.

“4. If any person disobeys, or attempts to disobey, or abets, within the meaning of the Indian Penal Code, another person in disobeying, or attempting to disobey, the said prohibition, the Local Government may order him to remove to such place under the Government of the Lieutenant-Governor of the Punjab as the Local Government in each case directs.

“5. If any person contravenes any such order, the Commissioner of the Division or Magistrate of the District within which he is dwelling or may be found, may cause him to be apprehended and detained in custody until he is released upon such conditions as the Local Government thinks fit.

“6. If the Commissioner of the Division or Magistrate of the District within which any person (whether a European British subject or not) is dwelling or may be found, reasonably suspects that he intends to disobey the prohibition contained in the first section of the Regulation, such Commissioner or Magistrate may require such security for his good behaviour, for a period not exceeding six months as the Commissioner or Magistrate may seem sufficient.

“The provisions of the Code of Criminal Procedure, sections 507-516 (both inclusive) shall apply *mutatis mutandis* to all cases under this section.”

App. 5.]

Grant of a Bonus or Honorarium

Appendix 5.—Grant of a Bonus or Honorarium to an officer for special work.

C. O. No. 99
(Adm.), dated
5th December
1890,

The following extract from the Civil Service Regulations is circulated for departmental information and guidance.

Attention is particularly called to Article 74, the rules in which must be strictly adhered to:—

72. (a) An honorarium may be granted to an officer from Imperial or Provincial, or from Local Funds administered by Government when the Head of his Department certifies that the work is special and outside the ordinary course of the officer's duties and that it does not interfere with the discharge of those duties.

(b) The powers of sanction of the several authorities in respect of any honorarium payable from Imperial or Provincial revenues, or from Local or other funds administered and controlled by the Government are as follows:—

Up to Rs. 100 by the Head of the Department.

„ Rs. 500 by the Local Government or Administration,

„ Rs. 1,000 by the Government of India.

Above Rs 1,000 the sanction of the Secretary of State is required:

provided that the limit of sanction, when the charge falls on Imperial Funds in the case of Local Government or Administration, shall be Rs. 200 in each case.

(c) If it is proposed to grant to any officer for special work of any description a bonus or honorarium which will require the sanction of the Government of India or Secretary of State, as the case may be, the consent of the Government of India in the Finance Department must be obtained to the payment of a specific sum before the work is begun.

(d) Remuneration shall not be given under this rule for superintending an examination rendered compulsory on persons belonging to the public service, or any other examination the conduct of which comes within the ordinary duties of the officer or officers conducting them. But remuneration may be granted to officers superintending an examination of candidates for admission to the public service, or any other examination the conduct of which is declared by the Local Government or Administration not to come within the ordinary duties of the officer or officers conducting them. If fees are levied from the candidates appearing at an examination, and the amount of such fees is sufficient to cover the honoraria of the examiners, the reference required by clause (b) to the Government of India or the Secretary of State in certain cases shall not be necessary.

73. (a) Any servant of Government is eligible to receive without special permission the premium awarded for any essay or plan in public competition.

(b) Any servant of Government may also receive without special permission any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice; and also any reward payable in accordance with the provisions of any Act or Regulation or Rules framed under such enactments.

74. (a) In other cases not provided for by existing special orders, the sanction of the Government of India should be obtained to the grant of remuneration from the public revenues in addition to the fixed pay of any public officer.

Any officer may receive a fee from a private person or private body whose funds are not administered by the Government for work done for it provided:

- (1) he has undertaken the work with the knowledge and sanction in writing of the Head of his Department;
- (2) that the Head of the Department certifies that it can be carried out without detriment to his official duties; and
- (3) that the acceptance of a fee and the amount of the fee are approved by the authority having under clause (c) power to sanction its acceptance.

(b) When the work undertaken for a private body is such that it must be done during the time which would otherwise be employed in the service of the Government, the fee should be credited to Government; but the authority having power under clause (c) may grant to the officer concerned, the whole or such portion of the fee realized as it may deem suitable.

App. 5.]Grant of a Bonus or Honorarium.

(c) The powers of sanction of the several authorities in the case of each fee under clauses (a) and (b) are as follows :—

Up to Rs. 100, the Head of the Department.

„ Rs. 500, the Local Government or Administration.

Above Rs. 500, the sanction of the Government of India is required.

(d) This rule does not apply to medical officers who are allowed to accept fees from private persons for professional attendance, subject only to the orders contained in the Resolution of the Government of India in the Home Department, No. 813, dated 18th December 1888 (180, Finance Department No. 3501, dated 19th July 1890).

App. 6.] Rules for the submission of petitions to the Surveyor General and Superintendents.

Appendix 6.—Rules for the submission of petitions to the Surveyor General and Superintendents.

Section I.

C. O. No. 323
(Adm.), dated
9th July 1912.

1. Officers have the right to submit petitions but this right should be regarded as a privilege to be rarely utilized. Occasions seldom occur justifying the submission of petitions.

2. (a) When a petition is intended for the Superintendent, it should be submitted through the officer in charge of the party or office to which the petitioner is attached.

(b) When a petition is intended for the Surveyor General, it should be submitted through the officer in charge of the party or office and the Superintendent.

(c) When a petition relates to a subject upon which the Superintendent is competent to pass orders, no officer is permitted to petition the Surveyor General unless a previous petition has been addressed to the Superintendent.

(d) No action will be taken on any petition that has not been submitted as prescribed in (a), (b) and (c) above.

3. Officers submitting frivolous and unreasonable petitions render themselves liable to punishment.

4. A petition may be either in manuscript or in print, but each page must with all accompanying documents, be properly authenticated by the signature of the petitioner and must conclude with a specific prayer.

5. Every officer wishing to petition must draw up and submit his petition independently of others.

6. An officer may not submit a petition unless he has some personal interest in the matter.

7. Officers are advised to represent the subject matter of their grievances to the officer in charge of the party or office before submitting petitions.

Section II.

8. The officer in charge of party or office and the Superintendent in forwarding any petition should make a full report on the matter at once with their remarks and recommendations; in the case of petitions in vernacular an English translation should be forwarded by the first officer who deals with the petition.

9. Superintendents are vested with discretionary power to withhold petitions addressed to the Surveyor General.

A petition should not be forwarded :—

- (a) When it is considered unintelligible or illegible.
- (b) When it is disloyal, disrespectful or improper.
- (c) When it is as part of a combined agitation.
- (d) When it is frivolous or unreasonable.

A petition should only be forwarded in exceptional cases :—

- (i) When it deals with a subject or subjects already disposed of by the Surveyor General.
- (ii) When it is an appeal against the Superintendent's order or decision and is not made within 6 months after the receipt of such order or decision by the petitioner.

10. If a petition is withheld, the petitioner should be informed of the fact and the reason for it.

11. A list of petitions withheld, with the reasons for withholding them, or a *nil* return if necessary, should be submitted yearly on 1st October to the Surveyor General.

App. 7.] Rules for the submission of petitions to the Government of India.

Appendix 7.—Rules for the submission of petitions to the Government of India.

G. I. O.
No. 437, dated
10th August
1935.

NOTE 1.—In these rules the words "Local Government" include a Local Administration, the Commander-in-Chief in India and a Lieutenant-General Commanding the Forces, and also, except as regards petitioners under rule 11 (7) whose salary was more than Rs 30 a month the Head of the Department directly under the Government of India.

NOTE 2.—These rules do not apply to non-pensionable, clerical and menial establishments employed in the construction and working of State Railways, to whom Circular No VI, Railway, Public Works Department, dated 1st June 1888, applies.

NOTE 3.—These rules apply, so far as may be, to all memorials, letters of applications, etc., addressed to the Governor General in Council.

NOTE 4.—These rules apply also to petitions by persons no longer in military employ who have served in the Army or the Royal Indian Marine, or have been attached to regiments or batteries or the staff or departments of the Army in any capacity.

Section I.—As to the submission of petitions to the Government of India by private persons or public bodies.

1. Every petition to the Government of India should be forwarded through the Local Government having jurisdiction in respect of the subject-matter of the petition. In cases where no Local Government is in a position to deal with the subject-matter of the petition, it should be forwarded to the Local Government within whose jurisdiction the petitioner is or has last been residing or employed.

2. A petition may be either in manuscript or in print, but must, with all accompanying documents, be properly authenticated by the signature of the petitioner, or, when the petitioners are numerous, by the signatures of one or more of them and it must conclude with a specific prayer.

3. Every petition should be accompanied by a letter addressed to the Local Government requesting its transmission to the Government of India, and when any order of the Local Government is appealed against, by a copy of such order, as well as of any orders passed in the case by subordinate authorities.

4. Communications on matters connected with any bills before the Council may be addressed either in the form of a petition to the Governor General in Council or in a letter to the Secretary in the Legislative Department, and must in either case be sent to the Secretary in the Legislative Department. Ordinarily such communications will not be answered. Except in the case of the High Court at Fort William, such communications from courts, officials or public bodies should be sent through the Local Government.

Section II.—As to the submission of petitions by officers in Civil employ.

5. Every officer wishing to petition the Government of India should do so separately.

6. Every petition should be submitted through the head of the office or department to which the petitioner belongs, and should be forwarded by him through the usual official channel.

7. No officer may submit a petition in respect of any matter connected with his official position unless he has some personal interest in the matter.

8. No notice will be taken of a petition relating to any matter connected with the official prospects or position of an officer still in the public service unless it is submitted by the officer himself.

Section III.—As to the transmission or withholding of petitions by Local Governments.

9. Every petition to the Government of India should be forwarded by the Local Government concerned with a concise statement of the material facts and (unless there are special reasons for not doing so) an expression of opinion.

If the petition is an appeal against an order of dismissal from Government service, the papers submitted to the Local Government should show whether the charge against the petitioner was reduced to writing; whether his defence was taken and reduced to writing; and whether the decision was in writing. Where service or character books are maintained these also should be submitted.

App. 7.] Rules for the submission of petitions to the Government of India.

10. When the petition is not in English, the Local Government should transmit a translation with it.

11. Local Governments are vested with discretionary power to withhold petitions addressed to the Government of India in the following cases :—

- (1) When a petition is illegible or unintelligible.
- (2) When a petition contains language which, in the opinion of the Local Government, is disloyal, disrespectful, or improper.
- (3) When a previous petition has been disposed of by the Secretary of State for India or Governor General in Council, and the petition discloses no new facts or circumstances which afford grounds for a reconsideration of the case.
- (4) When a petition is an application for pecuniary assistance by a person manifestly possessing no claim.
- (5) When a petition is an application for employment from a person not in the service of Government or is a request for exemption from the provisions of any law or rules prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment.
- (6) When a petition is an appeal from a judicial decision with which the executive has no legal power of interference.

NOTE 1.—In the following cases, namely :—

- (a) When a petition is an appeal from a judicial decision in a case in which the Government has reserved any discretion of interference, or
- (b) when a petition is an appeal from a judicial decision in a suit to which the Government was a party, or
- (c) when a petition is practically a prayer for mercy and pardon, or contains such prayer; the petition must be transmitted to the Government of India, unless it falls under clause (18) of this rule.

NOTE 2.—When a petition of the kind referred to in clause (c) Note 1 is addressed to the Government of India after a previous petition has been rejected by the Local Government, the petition must be transmitted, unless the case is one of which the Local Government is competent to dispose on its own responsibility under the orders contained in the Resolution of the Government of India in the Home Department, No. 20—1403-13, dated the 14th October 1885.

- (7) When a petition is an appeal against an order of the Local Government upholding on appeal the dismissal, removal, reduction, or other punishment of a Government servant or an employé of a local authority whose salary was not more than Rs. 100 a month.
- (8) When a petition is an appeal against a decision which by any law or rule having the force of law, is declared to be final.
- (9) When a petition is addressed by an officer still in the public service and has reference to his prospective claim for pension, except as provided in Article 915 of the Civil Service Regulations.
- (10) When a petition is an appeal against the non-exercise by the Local Government of a discretion vested in it by law or rule.
- (11) When a petition is an appeal in a case for which the law provides a different or specific remedy, or in regard to which the time limited by law for appeal has been exceeded.
- (12) When a petition is an appeal against an order or decision of the Local Government, and is made more than six months after the communication of such order or decision to the petitioner without satisfactory explanation of the delay.
- (13) When a petition relates to a subject on which the Local Government is competent to pass orders and no previous application for redress has been made to the Local Government.
- (14) When a petition makes a proposal regarding legislation which the Local Government is not prepared to support.

12. If a petition is withheld, the petitioner should be informed of the fact and the reason for it.

13. A list of petitions withheld under rule 11, with the reasons for withholding them, shall be forwarded quarterly to the Government of India in the proper department.

App. 8.] Rules for the transmission of memorials to the Secretary of State.

Appendix 8.—Rules for the transmission of memorials to the Secretary of State.

G. I. O.
No. 427, dated
7th February
1906. G. I. O.
No. 450, dated
13th July 1906.

Rules regarding the submission of memorials and other papers of the same class to His Majesty the King-Emperor of India, or to the Right Hon'ble the Secretary of State for India.

N.B.—These rules do not in any way affect or supersede orders issued on the same subject by the Military authorities for the guidance of the army.

I.—No memorial will be received or attended to unless forwarded as hereinafter prescribed.

II.—Every memorial to His Majesty or to the Secretary of State for India should contain all material statements and arguments relied upon by the memorialist and be complete in itself, and it should be accompanied by a letter requesting its transmission to the authority to which it is addressed.

III.—Every memorial to His Majesty or to the Secretary of State for India should be presented through the Local Government having jurisdiction in respect of the subject-matter of the memorial. In cases where no Local Government is in a position to deal with the subject-matter of the memorial, it should be presented through the Local Government within whose jurisdiction the memorialist is or has last been residing or employed, or if there is no Local Government answering these descriptions, then through the Government of India.

G. I. O. No. 550,
dated 23rd
August 1910.

IV.—Every memorial to His Majesty or to the Secretary of State for India presented through the Government of Madras or Bombay should be forwarded direct by the Local Government, with a full statement of facts and an expression of opinion, except in case of a memorial which—

(a) relates to—

- (i) any rule or standing order of the Government of India, or
- (ii) any Legislative Proceeding of the Governor General in Council or to an Act to which the Governor General has assented, or
- (iii) a case which has been previously under the consideration of the Government of India, whether on appeal or otherwise, or

(b) if granted, would cause expenditure for which the Imperial, and not the Local Government would be primarily responsible.

Every such memorial should be forwarded with a covering letter containing a full statement of facts and an expression of opinion to the Government of India in the proper Department for transmission to the Secretary of State* and should be accompanied by a brief summary of the facts when the correspondence does not already disclose them in a clear and connected shape.

V.—Every memorial to His Majesty or to the Secretary of State for India presented through a Local Government, other than the Government of Madras or Bombay, should be forwarded by the Local Government, with a full statement of facts and an expression of opinion, to the Government of India in the proper department for transmission to the authority addressed.†

VI.—Every memorial to His Majesty or to the Secretary of State for India from a person who has been employed in the army should, if it relates to a military subject, be forwarded through the Lieutenant-General Commanding the Forces of the Command in which the memorialist has served. The Lieutenant-General will forward it, with a full statement of facts and an expression of opinion, to the

*“ In the case of memorials and petitions against, or regarding Acts passed by the Legislative Council of the Governor General, the Legislative Department is to be considered to be the department having cognizance of the subject-matter of the memorial. Such memorials will be transmitted to His Majesty's Secretary of State through that department, and to it should be referred all memorials of the kind now described, which may reach any other department of the Government of India. The Legislative Department will, when necessary, consult the executive department concerned before disposing of, or transmitting such memorials.” Home Department No. 32-Public-845-1001, dated 24th May 1878.

Memorials involving questions relating to pensions, gratuities, allowances, and like should be forwarded through the Government of India.—Home Department Notification No 6153, dated 10th September 1901.

† Appeals by private persons from the orders of the Lieutenant-Governors lie, in the first instance to the Governor General in Council. An appeal to the Secretary of State will lie only in the event of an appeal to the Governor General in Council having been rejected.

App. 8.] Rules for the transmission of memorials to the Secretary of State.

Government of India in the Military Department for transmission to the authority addressed.*

VII.—No limit is fixed to the time within which an appeal from an order of the Government in India must be preferred to the Home Government, except in the case of an appeal from a judicial decision in which the judge is a political officer, and in which the appeal ordinarily lies to Government in the Political Department. Such appeals must be preferred within a period of twelve months from the date of communication to the person concerned of the order to which objection is taken.

VIII.—A memorial may be transmitted either in manuscript or in print, but must, with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet, and must conclude with a specific prayer.

IX.—Memorials, together with their accompanying documents should be in English.† If the accompanying documents must necessarily be forwarded in the vernacular, an English translation should be appended, which should be attested by the signature of the memorialist.

X.—It is not necessary that memorials should be forwarded in duplicate or triplicate. The originals will invariably be transmitted to England, a copy being made and retained by the Government of India, if necessary, for record.

XI.—As a general rule, the transmission to England of a memorial duly forwarded through the proper channel should not be delayed by the transmitting Government in India beyond a month after the receipt of the memorial.

Whenever the transmission is delayed beyond one month, an explanation of the causes of the delay should be furnished.

XII.—The Governments in India are vested with discretionary power to withhold the transmission of memorials addressed to His Majesty or to the Secretary of State for India in the following cases:—

- (1) When a memorial is illegible.
- (2) When a memorial contains disrespectful or improper language,
- (3) When a second memorial is presented after a decision has already been given by the authority to which it is addressed, and when no new facts or circumstances are adduced which afford grounds for a reconsideration of the case. A memorial addressed to His Majesty by a person whose appeal to the Secretary of State for India has already been rejected, shall be held to be a second memorial to the same authority, and shall not be transmitted.
- (4) When a memorial is a mere application for pecuniary assistance by a person manifestly possessing no claim.
- (5) When a memorial is an application for employment under one of the Governments in India from a person not in the service of the Government or a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment.

* Appeals by individuals from the orders of the Lieutenant-General Commanding the Forces, lie in the first instance to the Governor General in Council and thereafter to the Secretary of State.

† "As it frequently happens that the disposal of vernacular petitions presented to the Government of India is delayed owing to their being unaccompanied by English translations, and as Local Governments and Administrations have great facilities for translating the vernaculars in use under their different provinces than the Government of India have, I am directed to request that, in order to avoid inconvenience and delay, all vernacular petitions transmitted by a Local Government and Administration to the Government of India may invariably be accompanied by an English translation."

"It should, however, be clearly understood that it is not the intention of the Governor General in Council that any petition presented for transmission to the Government of India or the Secretary of State should be refused by reason of its being in the vernacular or because it is unaccompanied by a translation. The great majority of the population do not know English, and cannot obtain the services of an English petition-writer, and it is most undesirable that in a country like India the free right of petition should be curtailed. But as the languages of India are many and diverse, it is desirable that any vernacular petition or memorial forwarded to supreme authority by or through a Local Government should be accompanied by an English translation."—(Home Department No. 54—2086-95 (Public), dated 21st November 1878).

N.B.—It will be well for the transmitting office to examine such translations, and if they are found to be incorrect or faulty, to notice the fact in sending on the memorial.

App 8.] Rules for the transmission of memorials to the Secretary of State.

Government of India in the Military Department for transmission to the authority addressed.*

VII.—No limit is fixed to the time within which an appeal from an order of the Government in India must be preferred to the Home Government, except in the case of an appeal from a judicial decision in which the judge is a political officer, and in which the appeal ordinarily lies to Government in the Political Department. Such appeals must be preferred within a period of twelve months from the date of communication to the person concerned of the order to which objection is taken.

VIII.—A memorial may be transmitted either in manuscript or in print, but must, with all accompanying documents, be properly authenticated by the signature of the memorialist on each sheet, and must conclude with a specific prayer.

IX.—Memorials, together with their accompanying documents should be in English.† If the accompanying documents must necessarily be forwarded in the vernacular, an English translation should be appended, which should be attested by the signature of the memorialist.

X.—It is not necessary that memorials should be forwarded in duplicate or triplicate. The originals will invariably be transmitted to England, a copy being made and retained by the Government of India, if necessary, for record.

XI.—As a general rule, the transmission to England of a memorial duly forwarded through the proper channel should not be delayed by the transmitting Government in India beyond a month after the receipt of the memorial.

Whenever the transmission is delayed beyond one month, an explanation of the causes of the delay should be furnished.

XII.—The Governments in India are vested with discretionary power to withhold the transmission of memorials addressed to His Majesty or to the Secretary of State for India in the following cases:—

- (1) When a memorial is illegible.
- (2) When a memorial contains disrespectful or improper language,
- (3) When a second memorial is presented after a decision has already been given by the authority to which it is addressed, and when no new facts or circumstances are adduced which afford grounds for a reconsideration of the case. A memorial addressed to His Majesty by a person whose appeal to the Secretary of State for India has already been rejected, shall be held to be a second memorial to the same authority, and shall not be transmitted.
- (4) When a memorial is a mere application for pecuniary assistance by a person manifestly possessing no claim.
- (5) When a memorial is an application for employment under one of the Governments in India from a person not in the service of the Government or a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment.

* Appeals by individuals from the orders of the Lieutenant-General Commanding the Forces, lie in the first instance to the Governor General in Council and thereafter to the Secretary of State.

† "As it frequently happens that the disposal of vernacular petitions presented to the Government of India is delayed owing to their being unaccompanied by English translations, and as Local Governments and Administrations have great facilities for translating the vernaculars in use under their different provinces than the Government of India have, I am directed to request that, in order to avoid inconvenience and delay, all vernacular petitions transmitted by a Local Government and Administration to the Government of India may invariably be accompanied by an English translation."

"It should, however, be clearly understood that it is not the intention of the Governor General in Council that any petition presented for transmission to the Government of India or the Secretary of State should be refused by reason of its being in the vernacular or because it is unaccompanied by a translation. The great majority of the population do not know English, and cannot obtain the services of an English petition-writer; and it is most undesirable that in a country like India the free right of petition should be curtailed. But as the languages of India are many and diverse, it is desirable that any vernacular petition or memorial forwarded to supreme authority by or through a Local Government should be accompanied by an English translation."—(Home Department No. 54—2086-95 (Public), dated 21st November 1878).

N.B.—It will be well for the transmitting office to examine such translations, and if they are found to be incorrect or faulty, to notice the fact in sending on the memorial.

 App. 8] Rules for the transmission of memorials to the Secretary of State.

(6) When a memorial is a mere appeal from a judicial decision.

NOTE 1.—If the memorial is practically an appeal for mercy or pardon, or contains such an appeal it must be transmitted, unless it falls under rule XIII.

NOTE 2.—When a memorial of the kind referred to in Note 1 is addressed to His Majesty or to the Secretary of State for India after a previous petition has been rejected by the Government of India or the Local Government, the memorial must be transmitted unless the case is one of which the Local Government is competent to dispose on its own responsibility under the orders contained in the Resolution of the Government of India in the Home Department No. 7—1161-72, dated the 15th August 1890.

- (7)* When a memorial is an appeal against an order of a Local Government regarding the dismissal, removal, reduction or other punishment of a Government servant or an employé of a local authority whose salary was not more than Rs. 100 a month or when it is an appeal against a similar order of a Local Government confirmed by the Government of India from a Government servant or an employé of a local authority whose salary was not more than Rs. 250 a month.
- (8) When a memorial is an appeal against a decision, which by any law or rule having the force of law, is declared to be final.
- (9) When a memorial is addressed by an officer still in the public service and has reference to his prospective claim to pension.
- (10) When a memorial is a mere appeal against the non-exercise by one of the Governments in India of a discretion vested in such Government by law or rule.
- (11) When a memorial is an appeal against the action of a private individual or of a body of private individuals, regarding the private relations of the memorialist and such individual or body.
- (12) When a memorial is an appeal against orders refusing the grant of a pension to an inferior servant who is not eligible for such grant under pension rules.

G. I. O. No. 521,
dated 29th April
1909

NOTE.—This rule applies only to cases in which an appeal against orders refusing the grant of a pension is the sole or principal prayer and not an alternative prayer included in an appeal against orders of dismissal.

XIII.—The Government of India may withhold the transmission of a memorial to His Majesty or to the Secretary of State for India unless the memorialist has previously memorialized the Government of India and the Local Government concerned on the same subject; and the Government of Madras or Bombay may withhold the transmission of a memorial which under rule IV they are authorized to forward direct, unless the memorialist has previously memorialized the Local Government concerned on the same subject: provided that, when the memorial is one for pardon which no authority in India has power to grant, it should be addressed to His Majesty and forwarded to the Secretary of State for India.

XIV.—When a memorial is withheld, the memorialist should be informed of the fact and of the reason for it.

XV.—A list of memorials withheld under the discretionary power conferred by rule XII, with the reasons for withholding them, will be forwarded quarterly to the Government of India in the case of memorials withheld by Local Governments under the same discretionary power, and by the Government of India in the department concerned to the Secretary of State for India.

* "The Governor General in Council considers that the discretionary power of withholding petitions under clause 8, rule XIII of the rules for the submission, receipt and transmission of memorials and other papers of the same class addressed to His Majesty the King-Emperor of India, or to the Right Hon'ble the Secretary of State for India, by private persons or by the officers of all civil departments should be used with caution and only after full consideration of the facts in each case. Having regard to the constitution and character of the Indian subordinate services; dismissal of Government officials often involves serious distress, if not actual ruin, to them, and it is right that, under such circumstances every opportunity should be allowed to them of making themselves heard. Further, when, as sometimes happens, their representations reach the Secretary of State through non-official channels, it is convenient that he should be in a position at once to deal with them, instead of being obliged, as may now be the case, to refer for information to this country. Such petitions, therefore, should not be withheld when there is any reasonable prospect of difference of opinion as to the order passed on them by the Government of India, or when they contain anything to which the attention of the Secretary of State is likely to be specially directed."—Home Department Resolution No. 1433 (Public), dated 24th September 1890.

NOTE.—The first sentence in this clause applies to the orders of the Government of India as well as to those of Local Governments.

App. 9] List of objections by the Stationery Office in dealing with Indents.

Appendix 9.—List of objections ordinarily taken by the Stationery Office in dealing with Stationery Indents.

I.—No hand-made foolscap is issued to Government offices, cream-wove machine-made foolscap paper being substituted for it.

II.—No paper larger than foolscap is supplied to any office save with the special sanction of Government, and double foolscap is allowed for ordinary use when a size larger than foolscap is required. Also, no paper smaller in size than foolscap is allowed except note paper.

III.—Quarto-post paper is kept in stock for supply to His Excellency the Viceroy, His Excellency the Commander-in-Chief, Members of the Supreme Council, and Heads of Local Governments and Administrations.

IV.—Note paper is issued to Heads of Offices and Departments only.

V.—Overland note paper is issued to Secretariats and high officials only.

VI.—Candles are not supplied by the Stationery Office.

VII.—Twenty per cent. of the requisitions for envelopes are supplied of English manufacture, and the balance of envelopes of Indian paper.

VIII.—As a rule fluid ink is only supplied to offices in Calcutta, and the high officials and Secretariats; Mofussil offices are supplied with blue-black ink powder. Fuchsine aniline crystals instead of fluid ink are issued to all offices for red ink.

IX.—Desk-knives are issued for office use in place of clasped penknives.

X.—The use of steel erasers is prohibited.

XI.—As parcels wrapped in strong brown cartridge paper can easily be sent by post or rail without risk of damage, waxcloth is supplied only when it is stated to be actually required by the head of the office.

XII.—Indents for marble paper, paste-boards, mill-boards, and leather for binding should contain statements of the number of books to be bound each year.

XIII.—Indents for blank books should be accompanied by a specification of the purpose for which each book is required; and it is in the discretion of the Superintendent of Stationery to comply with or modify the demands with reference to the necessity of the case. When it appears that standard printed forms will answer the purpose as well as books, the former is supplied.

XIV.—In the absence of an explanation, no demand can be admitted which is in excess of the average consumption of the past three years, minus the balance in hand or in excess of the sanctioned scale laid down by Government.

XV.—In the case of durable articles, such as India-rubber, round rubbers, wooden inkstands, ink-glasses, desk-knives, hones, strops, paper-cutters, scissors, paper-weights, etc., which are supplied once for all according to the sanctioned scale, no demand is complied with unless—

(a) the indent shows on its face the title to the new supply;

(b) the head of the office or some other responsible officer certifies to the effect that he has personally ascertained that these articles have either been actually worn out by fair use or destroyed by excusable accident.

XVI.—Gum is allowed for the sole use of gazetted officers; for ordinary office use paste, to be provided out of the fixed contingencies, is used.

XVII.—Gum bottles are issued once for all for the sole use of gazetted officers. Their renewal can be allowed only on certificate (see Rule XV (b)).

XVIII.—Saucers and slabs for colours, sponges, and brushes which are issued to offices in which map-drawing is required, cannot be supplied every year, as these articles are expected to last a long time.

XIX.—In the absence of explanation, no demand for such articles as were not supplied in previous years is admitted.

XX.—Articles of special kind, which are kept in stock of the Stationery Office, are not generally issued. They are supplied only to those offices and departments for which they are provided.

App. 9.] List of objections by the Stationery Office in dealing with Indents.

Observations by the Government of India in connection with the consumption of stationery articles, *vide* letter No. 709-Ind., dated 21st February 1913, from the Controller of Printing, Stationery and Stamps, India.

The use of Chubb's locks might be confined to treasuries and receptacles for documents of only extreme importance.

Cartridge paper might be substituted for expensive drawing paper for all but important plans in the Public Works Offices and be prescribed for use in schools.

Hand-made papers for correspondence might be forbidden and its use confined to permanent records.

The use of cream laid foolscap, 20 lbs., for anything except records, might be discouraged and the use of cream-wove foolscap 15 lbs. English, might be confined to letters sent direct to Government.

The class of paper used for office drafts and noting in small offices might be reduced; and the use of special paper clips, and glass and bronze paper-weights, stylo and fountain pens, clasp knives and other articles which may be regarded as luxuries rather than necessities should be carefully watched by indenting officers.

App. 10.] Illustrations to be furnished to the Indian Museum showing the arts practised by the aboriginal and other jungle races of India.

Letter No. 585,
from the Indian
Museum, to the
Surveyor General,
dated 2nd
June 1871.

Appendix 10.—Illustrations to be furnished to the Indian Museum showing the arts practised by the aboriginal and other jungle races of India.

The attention of the Trustees has recently been directed to the importance of devoting a section of the Indian Museum to illustrations of the state of the arts among the aboriginal and other jungle races in India and its dependencies. With this view it is desired to obtain collections of the arms, ornaments, dresses, household utensils, tools, agricultural implements, musical instruments, and indeed all objects that are the products of their own manufacturing skill, and that will serve to illustrate the habits and modes of life of those indigenous races that have remained but little affected by foreign civilization. It is unnecessary to dilate upon the interest that would attach to such a collection, both as leading to a knowledge of the habits of the less known tribes in this part of His Majesty's dominions, and as affording materials for a comparative study of the arts practised by races in an early stage of social development.

It is desired at the same time to bring together a similar collection of the objects found in the ancient burial places frequently associated with stone circles which are known to exist abundantly in Central, Western, and Southern India, and may yet be met with elsewhere. These, as at present, consist chiefly of pottery, ornaments, and iron weapons. The stone flakes and celts both of the chipped and polished types, and hatchets of copper and perhaps bronze, which have been found in many parts of India since attention has been prominently directed to such objects, are also desired for this collection.

In order to carry out these objects, I am desired to solicit through you the assistance of the officers in your Department, who, being employed among, or in the neighbourhood of, aboriginal tribes, or in places where ancient cairns and burial places are known to exist, may enjoy facilities of obtaining objects of the kind enumerated. Objects of the former classes may probably be obtained by purchase for very moderate sums. It is of course not intended that any expense that may be incurred in their purchase or transmission should fall on the officers to whose good offices the Trustees may be indebted for procuring the specimens. Objects of the latter class will probably only be obtainable under conditions where labour is easily and cheaply procurable for the purpose of excavating, and although the Trustees will be willing to purchase objects thus obtained at any moderate cost, they cannot undertake the responsibility of guaranteeing beforehand the cost of exploration.

In conclusion, I am desired to solicit your personal support and co-operation in making known the Trustees' objects to such officers as may be in a position to afford assistance in its practical accomplishment.

Appendix 11.—Discoveries of objects of archæological interest.

1. All discoveries of objects of archæological interest made by Government officers (whether belonging to the Archæological Survey or not) should be reported by them to the Head of the Local Government or Administration within which the discovery is made. When such a report is made, it will rest with the Local Government or Administration to issue orders for the preservation of the objects discovered *in situ*, or for their removal to a provincial or local museum, where such exists in accordance with the general principles set forth in para. 1 below. Where there is no local museum, the object should be sent to the Imperial Museum, if the Trustees, to whom information of the discovery should be conveyed by the Local Government or Administration, should so desire.

2. Local Governments or Administrations will furnish the Trustees of the Indian Museum with lists of all museums in the Province and with descriptive catalogues of their contents and will report to the Archæological Department all fresh discoveries dealt with under the preceding paragraph.

3. The Trustees will be at liberty to arrange with Local Governments or Administrations either for the transfer to the Indian Museum of any object the Trustees may require or for acquiring it by exchange or for obtaining casts or other impressions of it, any points as to which there is a difference of opinion being referred to the Government of India for final decision. In dealing with such applications from the Trustees, Local Governments or Administrations will not fail to attach due weight to the desirability of completing any particular archæological series to which the Trustees of the Indian Museum may attach importance.

4. As regards the question of preservation *in situ* as opposed to removal to, and exhibition in a museum, it may be observed that the great majority of the discoveries made by the Archæological Survey of India consist of the remains of buildings, massive pillars or inscribed blocks, which cannot be removed, and should for many other reasons be preserved where they stand. The case is, however, different to isolated figures, not *in situ*, especially if they are the remains of an extinct religion such as Buddhist figures, which are not unfrequently mutilated by the people, unless they happen to have been adopted by the Brahmans as belonging to Hindu cults. In regard to such isolated figures and to others which, although not mutilated are lying neglected about the country, it appears to the Government of India that these might with propriety be removed to some safe place of deposit, such as the Indian Museum, where they could be seen and studied by all persons who take an interest in Indian Art. The Governor General in Council desires to make it clear that he is entirely opposed to the removal of any objects which are *in situ*, such as the monoliths attached to Buddhist stupas and Brahminical temples; but, on the other hand, there seems no sufficient reason why isolated remains, such as a capital which is found lying without a shaft, or stray statues, the original site of which is unknown, should not be removed to some museum in order to save them from future injury. To this class also belong the sculptures which have been found scattered about the Buddhist ruins of the ancient Gandhara now occupied by the Yusufzai Afghans, whose custom is believed to be to mutilate such remains, unless this is prevented by their prompt removal to a place of safety.

App. 12.] Rules regarding the grant of compensation for dearness of food.

Appendix 12.—Rules regarding the grant of compensation for dearness of food to Government employes in the Civil Department, Government of India Resolution No. 1591-Ex., dated 16th March 1908 (G. I. O. No. 496, dated 2nd May 1908).

I.—Local Governments or Administrations may, by special orders, grant compensation to the establishments subordinate to them within the following limits :—

- (a) When the prices of the common staple food-grain of the district is dearer than Re. 1 for twelve seers but is not dearer than Re. 1 for ten seers, all whole-time servants of Government or Civil establishments whose pay does not exceed Rs. 30 per mensem, may receive an extra allowance at rates not exceeding those prescribed below :—

	Rs.
Pay exceeding Rs. 16 but not exceeding Rs. 30 per mensem .	2
Pay not exceeding Rs. 16 per mensem .	1

When the pay is less than Rs. 5 per mensem, the extra allowance may be increased, at the discretion of the sanctioning authority, so as to bring up the aggregate pay and allowance to an amount not exceeding Rs. 6 per mensem.

- (b) When such grain is dearer than Re. 1 for ten seers, the allowance may be raised to the amounts not exceeding Rs. 3 and Re. 1-8 respectively, and the aggregate pay and allowance of servants of less than Rs. 5 per mensem may be brought up to Rs. 6-8 per mensem.

Explanation 1.—In provinces in which the districts are very large, the taluk or other sub-division may be taken as the area for the application of the test prices.

Explanation 2.—Local Governments and Administrations may, at their discretion, take the average of the prices of the principal food-grains instead of the prices of the common staple food-grain of the districts as the test.

Explanation 3.—The limits 10 and 12 seers per rupee are maxima, and any Local Government or Administration may, at its discretion, withhold compensation until grain is dearer; similarly, the pay limit of Rs. 30 a month should be regarded as a maximum, Local Governments and Administrations having full power on each occasion of distress prevailing to adopt a lower limit.

Explanation 4.—With the special sanction of, and subject to such condition as may be imposed by, the Government of India, any Local Government or Administration may grant grain compensation to whole-time Government servants drawing pay higher than Rs. 16 a month. Heads of Imperial Departments may, in each case, grant the same as regards establishments employed elsewhere than at Calcutta, subject to such limits of pay as may be fixed by the Provincial Government concerned.

II.—The allowance is admissible to men who are officiating or in temporary employment and also to piece-workers in Government Presses, provided that they are drawing rates of salary which have been fixed with reference to normal circumstances, but the allowance is not admissible to men absent on leave or under suspension nor to part-time servants who are only engaged by Government for specific duties which do not prevent their earning-money in other ways.

III.—Government servants drawing consolidated rates of pay part of which has been expressly granted for the up-keep of a horse or camel, are eligible for grain compensation if their net pay, excluding the abovementioned allowance, does not exceed Rs. 30 per mensem. Mounted men who are eligible on their net pay to draw the grain compensation allowance for themselves may also get an extra allowance not exceeding Re. 1 a month at the discretion of the Local Government or Administration for the extra cost of feeding their horse or camel.

App. 12.] Rules regarding the grant of compensation for dearness of food.

IV.—The orders in each case should be strictly temporary, and unless specially renewed should, in no case, be held to continue in force beyond the end of the financial year in which they were issued.

In Calcutta whenever grain compensation is sanctioned by the Government of Bengal for the Provincial establishments, the publication of such sanction in the Calcutta Gazette will be sufficient authority to entitle Imperial establishments in Calcutta to draw the allowance. Heads of Imperial Departments, including the Comptroller General, may similarly follow the lead of the Local Governments in respect of the establishments subordinate to them serving elsewhere than in Calcutta.

NOTE 1.—The common staple food of the district, taluk, or other sub-division means the cheapest grain of any kind commonly used by the people of the tract.

NOTE 2.—The term "pay" as used in the above rules should be held to mean and to include, besides pay proper, all other forms of remuneration such as acting, charge, local, and hill allowances, fees and pensions.

G. I. O. No. 514,
dated 8th
December 1908.

App. 13.] Rules for the guidance of officers transferred to Foreign Service out of India.

Appendix 13.—Rules for the guidance of officers transferred to Foreign Service out of India.

G. I. O. No 395,
dated 29th April
1903

Instances have been brought to the notice of the Government of India in which officers transferred to Foreign Service out of India have received pay from the Foreign employer in excess of the pay sanctioned by the Government of India and also leave in excess of that admissible under the Civil Service Regulations. In order to prevent recurrence of such irregularities in future, His Excellency the Governor General in Council is pleased to direct that every officer transferred to Foreign Service out of India shall be supplied at the time of his transfer by the authority by whom the transfer is sanctioned with a copy of the subjoined printed memorandum of information :—

Arts. 771 and
773, C. S. R.

1. An officer transferred to Foreign Service out of India and permitted by competent authority to retain his claim to pension or absentee allowances must immediately on receiving the order of transfer, furnish a copy thereof to the Comptroller, India Treasuries, Calcutta, together with his postal address out of India.

2. The Comptroller, India Treasuries, on receipt of a copy of the order sanctioning the transfer, will call for certain particulars of transfer (which should be promptly furnished to him) and will communicate to the officer the rate of contribution for pension and leave allowances payable to him.

Art. 775, C. S.
R.

3. The officer must, not later than fifteen days after the end of the quarter for which salary in Foreign Service is earned, remit direct to the Comptroller, India Treasuries, the amount payable by him on account of contribution in respect of his salary for the quarter, the remittance to be advised in such form as the Comptroller, India Treasuries, may require.

Art. 776, C. S.
R.

4. If the officer fails to make the remittance within the said period of fifteen days, or if the amount remitted is less than that properly payable, interest at the rate of 4 pies a day per 100 rupees will be levied upon the amount due from the date of the expiry of the fifteen days until the date of receipt of the remittance by the Comptroller, India Treasuries.

Art. 753(10), C.
S. R.

5. The officer transferred shall receive only the remuneration agreed upon or sanctioned by the Local Government or the Government of India as the case may be. He may not claim or receive any pay or allowance (with the exception of travelling allowances) from his Foreign employer in excess of the sanctioned rates without the permission of the Local Government or the Government of India as the case may be.

Note to Art. 782,
C. S. R.

6. The Government cannot recognize any leave granted, otherwise than in accordance with the Civil Service Regulations to an officer on Foreign Service out of India who is permitted to contribute for leave and pension or for pension only. If such leave is granted to an officer, the Comptroller, India Treasuries, shall on the fact coming to his notice, require the leave so granted to be commuted to the leave for which the officer is eligible under rule, and call upon him to refund any allowance drawn by him in excess of the amount admissible. If the officer fails to comply with these conditions, he will be liable to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave allowances.

Art. 789, C. S.
R.

7. Privilege leave may be granted by the Foreign employer if reported by the Comptroller, India Treasuries, to be admissible under rule. A report should always be obtained by the applicant for such leave.

Art. 790, C. S.
R.

8. Applications for any other description of leave should be made through the Foreign employer to the Local Government under which the officer was serving before transfer to Foreign Service out of India. The Comptroller's report will in this case be obtained by the Local Government.

NOTE.—Rules 6, 7, and 8 do not apply to officers sent to the Egyptian Government, Article 757, C. S. R.

App. 13.] Rules for the guidance of officers transferred to Foreign Service out of India.

G. I. O. No. 446,
dated 19th April
1926.

9 An officer who is deputed by his Foreign employer on special duty beyond the limits of the country in which he is employed, should immediately inform the Local Government, under which he served before his transfer to Foreign Service out of India, of the circumstances and conditions under which he has been placed on deputation.

App. 14.] Memorandum for the guidance of officers proceeding on leave out of India.

Appendix 14.—Memorandum of information issued for the guidance of officers proceeding on leave (other than privilege leave taken by itself) out of India.

SUBSIDIARY LEAVE.

Art 324,
C. S. R.

1. The grant to an officer leaving India of long leave with allowances, carries with it the grant of subsidiary leave, provided that he leaves from an Indian port. The minimum amount admissible is 10 days, otherwise the amount is calculated in the same way as joining time. No subsidiary leave can be prefixed when privilege leave is combined with long leave, the latter commencing from the date subsequent to that on which the former terminates.

Art 322 (a),
C. S. R.

COMMENCEMENT OF LEAVE.

Art. 323 (b).
C. S. R.

2. If an officer going on furlough or special leave out of India is prevented by sickness or other urgent or adequate reason not within his own control—such, for example, as the postponement of the departure of the vessel in which his passage is engaged,—from embarking within his subsidiary leave, the Surveyor General may order that his furlough or special leave shall begin in India at the end of his subsidiary leave otherwise admissible, without forfeiture of his subsidiary leave. In the absence of such special order, if an officer remains in India after the end of subsidiary leave, his furlough or special leave dates from the beginning of his subsidiary leave. Ordinarily, subsidiary leave extends up to and includes the day before the departure of the vessel in which an officer sails, and the day of sailing is the first day of furlough or special leave.

DEPARTURE.

Art. 331,
C. S. R.

3. In cases of leave to which privilege leave is not prefixed from whatever port an officer may sail, the Comptroller, India Treasuries, will pay or authorize the payment of his allowances up to the day before the anticipated date of the steamer's departure. The two documents accompanying this memorandum are,—

Art. 333,
C. S. R.

- (i) a certificate of departure which the officer is to sign, stamp, and post to the Comptroller, India Treasuries ;
- (ii) a Last-pay certificate, which he must take with him to England ; or in the case of others proceeding to a colony a warrant upon the colonial authority concerned.

Art. 335,
C. S. R.

If the certificate cannot be prepared in time, it will be forwarded to the officer through the India Office, or to any address he may furnish.

4. When privilege leave is prefixed to other leave, pay or salary (up to the date preceding that on which privilege leave begins) is payable in India under the usual rules ; as regards privilege leave allowances the officer will be given the option either to draw these in India or at the Home Treasury or in a colony. An officer must inform the account office, in form 15, in what country or from what treasury he wishes to draw these allowances, and through what agency.

He must also, on the same form, state to what address his last-pay certificate on which he will draw allowances including privilege leave allowance if payable at the Home Treasury or in a colony is to be sent ; and it is necessary that he should report to the account office concerned the date of sailing of the vessel in which he leaves India in every case of departure on long leave whether taken by itself or in combination with privilege leave.

Art. 340,
C. S. R.

5. Unless specially otherwise ordered, leave must begin within thirty-five days of the date on which it is granted,

 App 14] Memorandum for the guidance of officers proceeding on leave out of India

 FUND SUBSCRIPTIONS.

6. Subscriptions on account of the Bengal, Madras and Bombay Civil Funds may be paid in India (either in advance or as they fall due) or in England by deduction from the absentee allowances, such deduction being also allowed when the officer draws his leave allowances in any of His Majesty's Colonies and has not made arrangements for the payment of his subscriptions in advance in India. If, however, the officer is a member of the Bengal or Madras Civil Fund he may exercise the option of postponing the payment of his subscriptions until return to duty. The option allowed to subscribers to the Bengal Civil Funds of postponing payment of subscriptions on absentee allowances is limited to a period of one year. Subscriptions to the Bengal and Madras Service Family Pension Funds may be paid either in India or in England to the Accountant-General, India Office, at the market rate of exchange, either in cash or by deduction from leave allowances. Officers drawing their leave allowances in a colony should remit their subscriptions in cash to the Comptroller, India Treasuries, in India. Subscriptions to the Uncovenanted Service Family Pension Fund, the General Family Pension Fund, and the Hindu Family Annuity Fund are not payable in England or in a colony.

7. Payment of subscriptions to the General Provident Fund during leave is optional. If subscriptions are continued during leave they may be paid either by remittance in cash to the audit officer or by deduction from leave allowances if the subscriber draws such allowances at the Home Treasury, in which case he must notify his intention beforehand in order to allow of such deduction being noted in his last-pay certificate; he will not be subsequently permitted to discontinue subscribing during leave.

8. An officer before his departure should communicate—

- (i) If a subscriber to the Bengal and Madras Service Family Pension Fund with the Comptroller, India Treasuries;
- (ii) If any other Civil Officer, with the Secretary of the Fund to which he subscribes,

informing him of the arrangements he proposes to make regarding the payment of his subscriptions during his absence.

ARRIVAL IN ENGLAND.

Arts. 222 & 586
C. S. R. 9. When an officer arrives in England he should report his arrival, at once by letter, to the Under Secretary of State for India, India Office, giving an address at which letters will find him, and he should forward his last-pay certificate to the same authority on arrival, or as soon as he receives it from India.

PAYMENT OF LEAVE ALLOWANCES IN ENGLAND.

Art. 389,
C. S. R. 10. The leave allowances of all officers are issued at the Home Treasury monthly in arrear on the first day of each calendar month. They are made up to the following quarterly dates, *viz.*, 31st March, 30th June, 30th September and 31st December; and they are paid in monthly instalments, the first two instalments in each quarter being the net amount accrued, omitting shillings and pence, and the 3rd instalment being the balance due for the quarter they are paid to the officer on his personal application, or to his banker or other agent duly authorized under power-of-attorney, on production of a life certificate filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having guaranteed the Secretary of State against loss consequent on his dispensing with the production of such proof), or, on presentation of a draft duly filled up and signed by the officer in a form which, with the requisite form of life certificate attached, may be obtained from the India Office, London, on the officer's written application.

App. 14.] Memorandum for the guidance of officers proceeding on leave out of India.

PAYMENT IN THE COLONIES.

Arts. 888 & 889,
C. S. R.

If an officer intends to draw his leave allowances in any of His Majesty's Colonies the Comptroller, India Treasuries, to whom he should submit the last-pay certificate granted by his treasury officer will furnish him with a warrant addressed to the Colonial Officer concerned, which will show only the net leave allowance payable after deduction of subscriptions to the Bengal, Madras or Bombay Civil Funds, if the officer happens to be a member of any of these funds and has not made arrangements for payment of his subscriptions in advance, each payment made in a colony will be endorsed upon the warrant, which, on the officer's return to duty, should be delivered by him to the audit officer concerned, and will serve as a last-pay certificate.

LEAVE ON MEDICAL CERTIFICATE.

Art. 836,
C. S. R.

12. An officer taking leave out of India on medical certificate should take with him one copy of the Medical Report upon his case, and be prepared to produce it before the Medical Board, at the India Office, if required to do so.

EXTRAORDINARY LEAVE WITHOUT ALLOWANCES.

Art. 873,
C. S. R.

13. An officer proceeding on Extraordinary Leave without allowances to Europe, North Africa, America or the West Indies, must take with him a certificate of leave in the following form from the audit officer in whose circle of audit his appointment is held. If the officer visits England, or has occasion to apply for an extension of leave, the certificate should be presented at the India Office.

CERTIFICATE OF LEAVE GRANTED TO (NAME OF, AND DESIGNATION OF OFFICE
HELD BY THE OFFICER) PROCEEDING OUT OF INDIA.

- (i) Government under which employed.
- (ii) Date of beginning and ending of any leave already taken; the nature of such leave and the rules under which it was taken.
- (iii) Article of the Civil Service Regulations under which the leave is granted.
- (iv) Period of leave.
- (v) Date of commencement of leave.

(Place.)

(Signature),
Audit Officer.

RETURN TO DUTY.

Art. 223,
C. S. R.

14. An officer returning to India, at a time other than that fixed for him by the Surveyor General, must understand that he is liable to be kept on subsistence allowance until a suitable vacancy occurs, to which to post him.

15. An officer may not, without the permission of the authority which granted him leave, return to duty more than 14 days before the end of long leave. This rule applies to military officers subject to the military leave rules. He must obtain permission to return to duty from the Surveyor General.

16. An officer on long leave in Europe, North Africa, America, or the West Indies whose leave was granted or has been extended on account of ill-health, whether the leave be technically leave on medical certificate or not, is required to satisfy the medical board at the India Office as to his fitness to return to duty. Ordinarily he must attend at the India Office for examination by the board, but in special cases, particularly if he be residing at a distance of more than 60 miles from London, a certificate from two medical practitioners may be accepted. On the required evidence of fitness being furnished, the officer will receive from the India Office permission to return to India. An officer whose leave was not granted or has not been extended on medical grounds, does not require permission from

App 14.] Memorandum for the guidance of officers proceeding on leave out of India.

the India Office to return to India. He must, however, take steps either personally or through his agents, to obtain from the India Office a last-pay certificate and should also inform the authority in India, who granted him the leave, of the date on which he expects to return to duty, at least a month before he arrives in India.

Art. 228,
C. S. R.

17. A gazetted officer must report his return to duty to the Surveyor General.

Art. 221,
C. S. R.

18. An officer may leave India, or return to India, by any port; but his furlough or special leave when not combined with privilege leave begins on and includes the day of the vessel's departure from the port where he first meets it.

In either case, it ends on the day before the arrival of the vessel at the port where he last quits it.

EXAMPLE.—The furlough or special leave of an officer sailing from Calcutta in a vessel which touches at Madras begins on the departure of the vessel from Calcutta, and not from Madras.

Art. 226,
C. S. R.

19. An officer is not entitled on his return from leave to resume, as a matter of course, the particular appointment he vacated before his departure on leave, even though that appointment may be his substantive appointment; he should ask for and await orders on the subject.

20. On return to duty the last-pay certificate obtained from the India Office, or the warrant on which payment of leave allowances in a colony has been obtained, should be sent to the audit officer, together with a report of the date and port of landing, and a certificate of assuming charge of appointment, on receipt of which the audit officer will authorise the payment of leave allowances due, and salary from date of assumption of charge, at the treasury at which his pay and allowances are payable.

EXTENSION OF LEAVE.

Art. 838,
C. S. R.

21. (a) An applicant for an extension or commutation of leave on medical certificate who is residing in Europe, North Africa, America or the West Indies must satisfy the medical board at the India Office as to the necessity for the extension or commutation. Ordinarily he must attend at the India Office for examination by the board, but in special cases, particularly if he be residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the India Office and signed by two medical practitioners may be accepted. A certificate obtained outside England and signed by foreigners must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

(b) An applicant for an extension or commutation of leave on medical certificate who is residing in any place out of India, not mentioned in clause (a) of this paragraph, must submit with his application (which is to be submitted to the proper authority in India), certificates from two medical practitioners, in the following form:—

We hereby certify that we have carefully examined Mr. A. B. who is suffering from (the nature of the disease and the present condition of the officer must be fully detailed) and we declare upon our honour that, according to the best of our judgment and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health, that his present leave which will expire in India on should be extended by

Date _____

Place _____

The certificate must be attested by the Principal Medical and other authority where the officer resides

Art. 237(d),
C. S. R.

22. Furlough out of India on medical certificate may be commuted into leave without medical certificate, if such leave was due at the time when the original furlough was granted, and if the officer seeking commutation is certified in the manner prescribed to have recovered his health.

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Art. 237(u),
C. S. R.

23. An officer absent on long leave in Europe, North Africa, America or the West Indies, who wishes to have his leave extended or commuted, must apply to the Secretary of State about three months before the expiration of his leave, and unless the extension is desired on medical grounds or is for a period for not more than 14 days, he must produce with his application evidence that the Surveyor General has been referred to by him and has no objection to the extension or commutation asked for. If the officer is on medical leave and desires an extension for more than 14 days, or if he is on other leave and desires an extension on medical grounds, he must satisfy the medical board at the India Office of the necessity for the extension.

Art. 238,
C. S. R.

An officer on long leave in any place out of India other than those mentioned above, who wishes to have his leave extended or commuted, must apply to the Surveyor General three months before the expiration of the leave.

ABSENCE AFTER LEAVE.

Art. 239,
C. S. R.

24. An officer who remains absent after the end of his leave is entitled to no allowance for the period of such absence, and ceases to have a lien on any appointment :—

- (i) if his leave was furlough without medical certificate, under the European Service Leave Rules or furlough under the Indian Service Leave Rules,—immediately, and
- (ii) if it was furlough on medical certificate or special leave under the European Service Leave Rules or leave on medical certificate or on private affairs under the Indian Service Leave Rules or privilege leave—after a week.

ADVANCES.

Art. 64,
C. S. R.

25. A civil officer returning from leave out of India may be granted an advance of his leave allowance for the unexpired portion of his leave subject to a maximum of thirty-five days from the date of embarking for India. On arrival in India an advance not exceeding two months' pay and also not exceeding Rs. 1,000 may, if he desire it, be paid to an officer by or under the orders of the audit office. These advances are recoverable by instalments not exceeding one-third of salary.

FOREIGN SERVICE DURING LEAVE.

Art. 757A,
C. S. R.

26. An officer on furlough is not permitted to accept employment in Foreign service except with the previous sanction of the Secretary of State or the Government of India according as his furlough is taken out of or in India.

G. I. O. No
438, dated 16th
August 1905.

An officer on foreign service who takes long leave shall *ipso facto* revert to British service if, on the expiry of the leave, he is returning to British service, but not if he is to return to his appointment in foreign service, and an officer who takes combined leave before reversion, shall revert :—

- (a) from the date he is due to revert in ordinary course, if such date falls within the privilege leave portion of the combined leave :
- (b) from the date on which the "long leave" (*i.e.*, furlough or leave other than privilege) begins, if the date of reversion in ordinary course falls within the "long leave" portion of the combined leave.

Sub pro tem and provisional substantive appointments made under Article 786 of the Civil Service Regulations in the place of an officer on Foreign service will cease from the date the officer reverts.

RESIGNATION OF SERVICE AFTER COMBINED LEAVE.

27. When an officer has been granted privilege leave in combination with other leave he shall not be allowed to resign the service until a period of at least six months has elapsed from the beginning of his combined leave.

App. 15.] Memorandum for the guidance of patients proceeding to the Pasteur Institute, Kasauli

*Appendix 15.—Memorandum of information for the guidance of patients proceeding to Kasauli for anti-rabic treatment at the Pasteur Institute.

1. Kasauli is situated in the Lower Himalayas at about 6,000 feet above sea-level. It is very cold in winter there and sometimes the snow lies on the ground for weeks together. Patients should, therefore, provide themselves with a sufficiency of warm clothing and bedding.

2. The most convenient railway station for Kasauli is Kasauli Road on the Kalka-Simla Railway, 5 miles distant from the Pasteur Institute. Ponies, dandies, rickshaws and coolies are available for the carriage of passengers and baggage.

3. In Kasauli there is a dāk bungalow, hotels and boarding houses and the club is a residential one. A house, "Drumbar" with five sets of quarters is attached to, and is under the superintendence of the Institute. This is intended strictly for Europeans and Anglo-Indians and for such of them only as are unable to afford hotel rates. The charges are Rs. 2-8-0 per day per person every thing included. British soldiers receive quarters at the Station Hospital. For Indians who cannot afford to rent a house in the bazar, which is about half-a-mile from the Institute, Lines have been provided where they may live during treatment. Indigent patients are supplied with warm clothing, blankets and cooking utensils when necessary. No charge is made for these. Indian soldiers are accommodated in the Lines.

4. The treatment is free of all charges and, if the instructions laid down by the Director are followed, persons undergoing treatment are not rendered ill in any sense of the term. The course lasts fourteen days.

5. Patients should proceed to Kasauli as soon as possible after being bitten. Illiterate patients sent by employers and Government officials should be given a letter stating all details as to the manner in which they were bitten, the fate of the attacking animal and the total number of persons and animals known to have been bitten by the rabid animal.

6. Patients who are sent by or at the expense of private employers, friends and other private persons or associations should also be provided by them with the cost of their return journey and with sufficient money to pay for their food during the course of treatment which lasts two weeks. If decided, money for these purposes may be sent to the Director of the Institute, and this course is strongly recommended in the case of menial servants and illiterate or other irresponsible people.

Assam-Bengal Railway.
Baraset-Basirhat Railway.
Barni Light Railway.
Bengal-Dooars Railway.
Bengal-Nagpur Railway.
Bhavnagar Railway.
Gondal-Porbandar } Formerly known as
Railway. } Bhavnagar-Gondal-
Junagad Railway. } Junagad-Porbandar
Jamnagar Railway. } Railway.
Bombay, Baroda and Central India Railway.
Bukhtarpur-Behar Railway.
Burma Railways.
Dholpur-Bari Railway.
Eastern Bengal State Railway.
East Indian Railway.
Great Indian Peninsula Railway.
His Highness the Nizam's Guaranteed Railway.
Howrah-Amra Railway.
Howrah-Sheakhala Railway.
Jodhpur-Bikaner Railway.
Madras and Southern Mahratta Railway.
North-Western State Railway.
Ondh and Rohilkhand State Railway.
Shahdara-Saharanpur Light Railway.
South Indian Railway.
Udaipur-Chittorgarh Railway.
Morvi Railway (3rd class tickets at half rates).

7. The railways, parties to the Indian Railways Conference Association, which are noted on the margin, allow concessions to indigent patients and their attendants proceeding to the Pasteur Institute at Kasauli for anti-rabic treatment under the conditions noted below :—

* NOTE.—Paras. 8 and 9 apply *mutatis mutandis* to the Pasteur Institute at Coonoor vide Art. 137, C. A. C.

App. 15.] Memorandum for the guidance of patients proceeding to the Pasteur Institute, Kasauli.

- (a) an indigent person not in the public service (together with one attendant when such indigent person is woman or is a child under 16 years of age, or is a man who, by reason of age or other sufficient cause, is incapable of travelling alone), will be granted third class tickets free of charge;
- (b) tickets for the return journey will be issued on production of a certificate signed by the authorities of the Pasteur Institute;
- (c) only one attendant as above will be allowed with each patient or each party of patients of the same family;
- (d) the requisition for tickets must have the impression of the official seal of the office from which issued; it must be signed by one of the authorities, namely, Commissioned Medical Officers, Civil Surgeons, Military Assistant Surgeons, Civil Assistant Surgeons and Civil Apothecaries in independent charge of hospitals, and, when there is no medical officer present at the station, by Collectors or Commissioners, Divisional Officers, Tahsildars or Taluqdars, Deputy Tahsildars in independent charge, officers of the Police Department of and above the rank of Deputy Superintendent, Sub-Registrars and Sub-Assistants of Survey. In the absence of a gazetted officer the highest civil authority in the place is empowered to issue the requisition.

Erasures and alterations in a requisition must be initialled by the issuing officer.

8. The Government of India have granted both to Government servants and to such indigent persons as are unconnected with the public service and are not assisted by private employers, etc., certain concessions to enable them, when bitten by a rabid animal, to proceed without delay to the Pasteur Institute at Kasauli for treatment. These concessions are as follows:—

- (a) any Government servant, who has difficulty in finding at once the means to enable him to proceed to the Institute and whose substantive pay exceeds Rs. 100, but does not exceed Rs. 500 a month, may be granted an advance sufficient to defray his actual travelling expenses to Kasauli and back, not exceeding the amount admissible under the rules as laid down in the Civil Account Code, Volume I, para. 137 (h), and Army Regulations, India, Volume X, para. 83 (x). He may also be given an advance of one month's pay and be granted one month's casual leave or when the appointment of a substitute is found necessary, one month's extra privilege or sick leave, any leave required in excess being treated as privilege or sick leave. The sums thus advanced will be recovered in not less than three, but not more than twelve monthly instalments;
- (b) any Government servant, who has been bitten by a rabid animal and who is too poor to proceed to Kasauli at his own expense, may, provided that he is drawing not more than a substantive pay of Rs. 100 a month, be granted:—
 - (i) his actual travelling expenses to Kasauli and back not exceeding the amount admissible under the rules as laid down in the Civil Account Code, Volume I, para. 137 (h) and Army Regulations, India, Volume X, para. 83 (x) [Government servants of the third and fourth classes (as defined in Article 1002, Civil Service Regulations) may, however, be granted their full actual expenses for journeys by road at the discretion of Local Governments];
 - (ii) an advance of one month's pay; and
 - (iii) one month's casual leave or when the appointment of a substitute is found necessary, one month's extra privilege leave. (Any leave required in excess will be treated as privilege or sick leave.)

App 15] Memorandum for the guidance of patients proceeding to the Pasteur Institute, Kasauli.

- (c) Government servants drawing not more than Rs. 25 per mensem are entitled to maintenance allowance during treatment, as well as during the journey to, and from, Pasteur Institute, at the rates of daily allowance admissible to officers of the third and fourth classes (as the case may be) under Article 106B, Civil Service Regulations.
 - (d) Any Government servant drawing a substantive pay of not more than Rs. 500 a month may, if a member of his family is bitten by a rabid animal and he has difficulty in finding at once the means of sending him or her to the Pasteur Institute, be granted an advance not exceeding the actual travelling expenses (as defined in classes (a) and (b) (i) above) of the person bitten to Kasauli and back *plus* one month's pay. The advances will be recoverable in the same manner as those referred to in clause (a) above.
 - (e) Any indigent person unconnected with the public service, who, in the opinion of any officer authorised to grant the concession, is unable to proceed to the Pasteur Institute at his own expense, may be granted :—
 - (i) third class fare by rail if not receiving a railway concession, and actual expenses of journey by road, river or ocean steamer, as the case may be, to Kasauli and back ;
 - (ii) maintenance allowance at the following daily rates. Europeans and Anglo-Indians, Re. 1 during the journey and Rs. 2-8-0 during treatment ; Indians 4 annas a day during the journey and 6 annas a day during treatment.
 - (f) Indigent persons including women, children under 16 years of age, and men, who are by reason of age or other sufficient cause incapable of travelling alone, may be allowed one attendant to accompany them to the Institute. Such attendant may be granted the travelling expenses and maintenance allowance at the rate sanctioned for patients and also wages, not exceeding 4 annas a day, in cases where the despatching officer is satisfied that the patient is unable to pay the daily expenses of the attendant. [This concession is also admissible to Government servants (but not their families) drawing not more than Rs. 100 a month.]
9. The following is a short summary of the rules and regulations which have been laid down by the Government of India for the administration of these concessions :—
- (a) Any Government servant, not below such rank as may be fixed by the Local Government, is empowered to grant the above-mentioned concessions and to authorise the immediate departure for Kasauli of any of the classes of persons specified, whether Government servants or indigent persons unconnected with the public service.
 - (b) An intimation is to be sent *immediately* by the despatching officer direct to the Director of the Pasteur Institute stating—
 - (i) whether the person relieved is (1) a Government servant, (2) a local fund or municipal servant, or (3) an indigent person ; and in the case of (2) and (3), whether the cost is to be borne by General Provincial or Imperial revenues or any local or municipal fund ; and from what source the charge for the forward journey was met ;
 - (ii) the class to which the person, if a Government servant or local fund or municipal servant, has been treated as belonging for the purpose of travelling allowance ;
 - (iii) the amount of travelling allowance (by rail, road, and river or ocean steamer) advanced ;

App. 15.] Memorandum for the guidance of patients proceeding to the Pasteur Institute, Kasauli.

- (iv) the number of days for which, and the rate at which, maintenance allowance has been advanced.

N.B.—This intimation should be sent with the patient or as soon after as possible, because all claims submitted for maintenance allowance or return journey expenses subsequent to the departure of the patient are rejected by the Treasury Officer, Kasauli, as inadmissible

- (c) Allowance for certified indigents and when admissible for their attendants also, will be drawn as follows.—

(i) Maintenance charges for days spent at Kasauli will be advanced by the Director of the Institute and recovered by him from the local Treasury Officer. *No refund will be made by the Treasury Officer for any advance made unless vouched for by a certificate stating indigence and the fund from which the expenditure is to be met.*

(ii) Travelling allowances and maintenance charges, for the return journey, will be paid by the Treasury Officer at Kasauli at the same rates as were allowed for the journey to the Institute. This bill will be supported by the original intimation received from the officer who is responsible for the original advance. A discharge certificate from the Director should also be attached to this travelling allowance bill.

- d) The Director may also make advances to indigent persons who come to Kasauli at their own expense, but are unable to maintain themselves there or to pay for their return journey. The possibility of recovering these advances should then be investigated in the following manner. The Director should correspond direct with the officers in charge of the districts to which the patients, to whom advances have been made, say they belong and should ask them to take over for investigation claims in respect of the advances made. District officers should take over these claims as soon as they are satisfied that the persons who received the advances actually belong to their districts and should inform the Director that they have done so. The Director should then recover the amounts advanced, from the treasury, producing the district officers' "acceptances" as vouchers and the claims should then be passed on to the provinces concerned to be adjusted as the amounts advanced are recovered or written off under the local rules. Any sum which is found to be irrecoverable after being passed on to a district officer will be debited to the province concerned as a provincial charge under the head 32—Miscellaneous—Miscellaneous charges for the treatment of patients at the Pasteur Institute, Kasauli. Otherwise, *i.e.*, if no district officer takes over the claim, the Director will send to the Treasury Officer a certificate to this effect, on which the advance will be refunded to the Director. The amount will then be adjusted finally in the books of the Accountant General, Punjab, under the head specified above.

- (e) With regard to indigent patients who are sent for treatment, from the Pasteur Institute to the Civil Hospital, Kasauli, the Director will, in the first instance, defray the expenses connected with their diet and hospital charges and, in case of death, of their burial or cremation, as the case may be, and recover the cost in the same way as in the cases referred to in clauses (c) (i) and (ii) above.

Rules relating to the commutation of pensions.

Subject to the conditions stated below, a Local Government may, at its discretion and on the application of the holder, order the commutation for a lump sum of a portion of a pension which has been sanctioned by it or by an authority subordinate to it.

3. The Local Government shall satisfy itself that the commutation will be to the distinct and permanent advantage of the pensioner or his family and may, at its discretion require guarantees and impose such terms and safeguards as it may deem fit to ensure the prudent application of the amount payable in commutation, if sanctioned.

NOTE.—An applicant for the commutation of a part of his pension should himself pay the Medical Officer's fee for examining him as to his health and expectation of life. He is however exempt from paying a fee, if the Local Government in the exercise of the discretion allowed by the above rule, requires a second medical opinion or directs him to appear before a Medical Board.

"I have carefully examined _____ and ^{am}_{are} of opinion that he ^{is}_{is not} in good health and ^{has}_{has not} the prospect of an average duration of life. ^I_{Wo} therefore, ^{do}_{do not} recommend compliance with his application to be allowed to capitalise a portion of his pension."

In the case of impaired lives in which compliance with the officer's application is recommended but with an addition of years of age, the following should be added: "but as he is suffering from _____, his age, for purposes of commutation should be taken to be _____ years."

(c) In the case of an applicant who has been awarded an invalid pension, the grounds of invaliding or the statement of the pensioner's medical case, should be communicated to the certifying medical authority.

(d) The pension of a pensioner whose age is more than seventy years, with or without an addition of years as an impaired life, cannot be commuted except by special order of the Government of India.

5. The Local Government should assure itself that the residue of pension which will be left after commutation is sufficient to maintain the pensioner in accordance with his station in life in retirement, due regard being had to the manner of application of the amount realised on commutation. In no case shall commutation be sanctioned which will leave the pensioner in receipt of less than three-fourths of the pension originally issued to him.

NOTE.—Though commutation of a large portion of the pension can still be effected with the sanction of the Government of India, such application should rarely be forwarded and only in cases where the necessity is of an altogether exceptional nature.

6. The lump sum payable on commutation will be the amount certified by the audit officer to be admissible according to the table of present values in Appendix 10 to the Civil Service Regulations.

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Rules relating to the commutation of pensions

7. Commutation, when sanctioned, shall take effect from the date, to be named in the order, which should ordinarily be about one month later than the date of the order; and all calculations shall be made with reference to that date. The sum payable in commutation will be paid on or as soon as possible after the date is specified and payment of the commuted portion of the pension will cease from that date.

NOTE.—In special case the Local Government may sanction the commutation with effect from an earlier date than that mentioned in this rule not preceding the date of the sanction, all calculations being made with reference to such earlier date.

8. A commutation once applied for, sanctioned, and given effect to, cannot be rescinded, *i.e.*, the portion of the pension commuted cannot be restored on refund of capitalised value

9. If a pensioner, whose pension has been commuted, dies before receiving the commutation value, this value is payable to his heirs.

10. In the case of a pensioner who is re-employed in Government service or in the service of a Local Fund and who commutes a portion of his pension before or after such re-employment his pension for the purposes of the rules in Chapter XXI of the Civil Service Regulations shall be taken at the full amount which he might have drawn if he had not commuted a portion of it.

11. A Local Government or the Head of a Department, through whom an application for commutation requiring sanction of higher authority has been forwarded, may reject the application if satisfied that it is not a case in which commutation should be allowed. The applicant's right of appeal will be regulated by the Memorial Rules.

12. These powers will be exercised by the Local Governments specified in Part I of Appendix I of the Civil Service Regulations, and by the Departments of the Government of India in respect of officers serving under them and not under a Local Government.

13. Applications for the commutation of pensions of officers in Imperial Departments directly subordinate to the Government of India should, if their transmission is decided on, be forwarded by the Head of the Department to the Administrative Department of the Government of India concerned. Other cases of commutation requiring the sanction of the Government of India should, if the Local Government or Head of the Department decides on their transmission, be forwarded to the Finance Department of the Government of India. Questions relating to the interpretation of these rules or their relaxation should also be addressed to the Finance Department.

14. All sanctions to the commutation of pension must be subject to the usual rule that the expenditure can be met from the sanctioned budget grants. The payment of the capitalised sum must be taken in India.

FORM A.

I, _____, desire to commute a portion of my
Superannuation
Compensation pension of Rs. _____ as _____ ps. _____ a month,
Invalid

after careful consideration I am convinced that it will be to the distinct and permanent advantage of myself and my family to apply, as I am resolved to do, the commuted value in the manner detailed in the separate signed statement I have attached hereto. I also certify that I have correctly answered each and all of the questions below.

Signature _____

Designation _____

Address _____

Dated _____

Place _____

A.B.—I In the absence of a definite purpose no portion of the pension can be commuted.

2. The grounds for believing that distinct and permanent advantage will be accrued should be stated. A Local Government may lay down subsidiary instructions as to the manner in which the statement should be prepared.

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Rules relating to the commutation of pensions.

*Questions.**Answers.*

1. How much of your pension do you wish to commute?

2. Have you any debts or liabilities?
Give particulars.

3. Have you a wife?
Names and the numbers of your family dependent on you with their respective ages.

4. What was your monthly income from all sources during the past year?
Give particulars.

5. Do you suffer from any complaint likely to shorten life; if so, state its nature.

Dated _____

Signature _____

Place _____

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Rules regarding Rurki trained soldier surveyors.

Appendix 17.—Rules regarding Rurki trained soldier surveyors during the period of extra training with the Survey of India, and regarding soldier surveyors permanently appointed to the Survey of India, who have taken their discharge from the Army or are transferred to the unattached list.

(India Army Order No. 507, dated 3rd September 1906.)

I.—GENERAL.

J. M. No 6,
dated 5th March
1913.

1. The whole number of surveyors who are passed out of the native survey class at Rurki annually, will proceed under arrangements which will be made between the Chief of the General Staff and the Surveyor General, to join parties of the Survey of India, for either one or two periods of extra training during both of which they will be seconded in their military units, and consequently eligible for regimental promotion.

2. (a) The first period of extra training will occupy about one and a half years, consisting of two field seasons and one recess season. This period will commence from the day after that on which the man leaves his military unit to join the Survey of India.

(b) Two months before the end of each field season, officers in charge of parties will submit to their administrative officers, for the orders of the Surveyor General, reports on all soldier surveyors who are about to complete their second field season, noting on each man's report whether he is recommended for retention for a second period of extra training.

(c) No man should be recommended for this extended period of training unless he is both qualified for permanent retention in the department, and is willing to be so retained under these rules which should be fully explained to him. The officer commanding the man's military unit should also be asked whether he has any objection to this proposed retention.

(d) About the end of each field season, the Surveyor General will supply the Chief of the General Staff with a report on all soldier surveyors who have just completed their first period of extra training, showing which men are being retained to undergo a second period of extra training. The number so retained will not as a rule exceed 25 per cent. of the whole.

When the retention of certain soldier surveyors has been approved by the Surveyor General, the officers in charge of parties concerned will communicate to the officers commanding the men's military units, the names of the men selected and the probable date of their return to recess quarters so that the remittance of their pay may be discontinued from that date. (See paras. 3 and 10 below.)

(e) Men who are not retained will be sent back to their military units as soon after the end of their second field season as they can be conveniently spared. (See para. 8.)

3. (a) The second period of extra training will last about three years and will consist of three recess and three field seasons. This period will commence from the day of arrival at recess quarters after their second field season, as reported by the officer in charge of the party to the officer commanding the man's military unit.

(b) At the termination of this period, *i.e.*, at the end of their 5th field season, men who are not permanently appointed to the Survey of India will be sent back to their military units as soon as they can be conveniently spared (para. 8).

(c) The period of extra training of a soldier surveyor, who is sent back to his military unit ceases from the date after that on which he leaves his survey party. (He will, however, if only retained for the first period, continue to draw his Rurki field allowance (para. 9) until he rejoins his military unit, unless in the meantime he goes on leave.)

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Rules regarding Rurki trained soldier surveyors.

4. (a) All soldier surveyors who have completed their second period of extra training and are finally approved by the Surveyor General will have the option, with the concurrence of the Chief of the General Staff, of being permanently appointed to the Survey of India. They will in this case be required to sign an agreement in form 109 a.

A. R., I.,
Vol. II, para.
388.
Instructions on
I. A. F. U. 1741,
and U. 1742

(b) At the end of each recess season, officers in charge of parties will submit to their administrative officers for the orders of the Surveyor General, reports on all soldier surveyors who are about to commence their fifth field season stating (i) whether such men are recommended for and are willing to accept permanent appointment in the Survey of India, (ii) if so, whether each man prefers (1) to be transferred to the unattached list or (2) to take his discharge from the Army, attaching in case of (1) I. A. F. U. 1742 filled in for signature by the Surveyor General. (Also see paras. 14 (b) and 20.)

Whichever procedure is decided on will depend on the length of a man's military service and his own wishes as to the pension he hopes to earn. He will naturally be guided by that which offers the most favourable prospects (paras. 15—18).

(c) Officers in charge of parties will include in their report the probable date of permanent appointment, *viz.*, the date of return to recess quarters on completion of the 5th field season.

(a) Three months before the end of each field season, the Surveyor General will inform the Chief of the General Staff of men who are about to be permanently appointed to the Survey of India, as to which procedure each man has selected and will request him to take the necessary action for the men's transfer or discharge from the date mentioned in the preceding sub-paragraph or their transfer to the unattached list from the date following that on which they completed their first period of training and commenced to draw pay from the Survey of India. In the case of transfer to the unattached list, I. A. F. U. 1742 will be duly signed and forwarded.

5. During the period of extra training, soldier surveyors are not liable to be "claimed" for work under the Chief of the General Staff or under any department, except in the case of war. During the second period they are not liable to be "claimed" under any circumstances.

6. During both periods of extra training, soldier surveyors may, with the sanction of the Surveyor General, be transferred from one party to another or be sent back to their military units if they do not work satisfactorily, the Surveyor General informing the Chief of the General Staff of the action taken.

II.—LEAVE.

7. During the recess season of the first period of extra training, soldier surveyors who wish to visit their homes may with sanction of the Surveyor General be granted furlough up to two months.*

Letter No. 375-
A., (Intelli-
gence), dated
Simla, 30th
May 1910, from
Secretary, Army
Department, to
Adjutant-
General in India,
G. I. O. No. 552,
dated 23rd June
1910.
Surveyor
General's letter
Nos. 1593—6,
dated 26th
March 1913.

* NOTE.—The Surveyor General has delegated the power to grant this furlough to Superintendents.

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Rules regarding Rurki trained soldier surveyors.

In the case of men who are entitled under A. R. I., Vol. X, para. 82 (d), to a free passage to and from their homes, applications for furlough should be submitted before the commencement of the recess season to officers in charge of parties who if the leave is sanctioned, will apply to the officer commanding the man's military unit for the payment of the necessary rail fares, quoting the marginally noted letter as authority.

During the second period of extra training, soldier surveyors will be granted leave under the rules in force for civil surveyors.

III.—JOURNEYS.

8. Soldier surveyors proceeding to join Survey of India parties for extra training will travel on warrants provided by the military authorities: similarly when sent back to their military units they will travel under the same conditions. Officers in charge of parties will obtain the warrant for their return journeys from the officer commanding the men's military unit or, in urgent cases from the Station Staff Officer of the nearest military station. No expenses connected with these journeys are debitable to the Survey of India.

All charges for journeys for departmental purposes during the periods of extra training will be borne by the Survey of India and drawn in permanent establishment bills, soldier surveyors being considered in this respect under the rules in force for civil surveyors.

IV.—PAY, ALLOWANCES, ETC.

9. (a) During the first period of extra training, soldier surveyors will receive from the Pay Examiner of the Command their regimental rates of pay, which, in the case of men belonging to the cavalry or to silladar corps will be dismounted pay, and will also draw allowances as follows:—

I A O No 34
of 1906, paras 3
and 4

A field survey allowance from the day after leaving their military units to join the Survey of India at the rate of Rs 10 per mensem unless employed in tribal territory beyond the administrative border of British India, and Baluchistan, when this field survey allowance will be at the special rate of Rs. 25 per mensem, with the additional concession of a family pension to heirs in cases where men lose their lives in consequence of acts of hostility on the part of the inhabitants of the country in which they are employed.

I A O No. 34
of 1906, para. 4.

(b) This special allowance and concession is only admissible for periods during which a soldier surveyor, for purposes of his work, is camped beyond the administrative border of British India and in Baluchistan.

Officers in charge of parties will furnish officers commanding of the men's military units direct with the certificates necessary to enable the special field survey allowances or concessions to be drawn.

(c) During the first period of extra training soldier surveyors are entitled to compensation for dearness of provisions according to the Army Regulations.

10. During the second period of extra training soldier surveyors will receive from the officers in charge of survey parties their pay at Rs. 30 per mensem and, in addition, local and travelling allowances at the rates which are admissible to civil surveyors working in the same locality. Their pay and allowances will be drawn in permanent establishment bills. They will cease to draw any pay or allowances from their military units.

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Rules regarding Rurki trained soldier surveyors.

Letter No. 5947,
dated 5th March
1907, from
Controller of
Military
Accounts,
Northern Com-
mand, to the
Chief of the
Staff.

Letter No. 4581-
1 (C. G. S.-M.
O. 3), dated
10th April 1912,
from Deputy
Secretary, Army
Department, to
the Surveyor
General.

Letter No. T.
C.-161, dated
14th May 1912,
from the
Comptroller,
India Treasuries,
to the Officer
in charge
Surveyor
General's Office.

11. During the first period of extra training, regimental pay, field survey allowances and concessions are military charges and will be drawn by the officers commanding the men's military units, who will settle these matters direct with the officers in charge of parties; charges for house-rent (para. 12) will be paid by officers in charge of parties, sanction being obtained from the Surveyor General, and debited against the Army Department; contingent expenses of soldier surveyors, the provision of tents, instruments, etc., are civil charges and are borne entirely by the Survey of India.

During the second period of extra training all charges are borne by the Survey of India.

12. Soldier surveyors will, whenever possible, be provided by the Survey of India with unmarried house accommodation in recess quarters during the first period of extra training but not during the second period. Such accommodation will depend on the quarters available at the office of the party and such arrangements as the officer in charge can conveniently make must be accepted. If necessary, quarters may be hired.

13. During the first period of extra training, each soldier surveyor will be allowed one personal attendant in the field, and in special cases, with the approval of the officer in charge of the party, in recess quarters, who will receive from the Survey of India the same pay as an ordinary khalasi in the party to which the man is attached. This attendant will be considered exactly as an ordinary khalasi for the purposes of payment of travelling expenses and carriage of kit in the field at Government expense.

During the second period of extra training, soldier surveyors will not be entitled to personal attendants.

14. (a) On permanent appointment to the Survey of India, soldier surveyors will be graded as first or second class surveyors, according to the rules in force for civil surveyors and will be given initial pay according to their qualifications.

(b) In sending in the reports on soldier surveyors about to commence their fifth field season (see para. 4), officers in charge of parties will submit to their administrative officers for the orders of the Surveyor General, their recommendations for the grading and initial pay of each man, taking into consideration his age and length of service in addition to his professional qualifications.

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Rules regarding Rurki trained soldier surveyors.

V.—Pension.

15. When soldier surveyors are about to be permanently appointed to the Survey of India, this and the following rules should be carefully explained to them—

Letter No. 3865,
dated 23rd
November 1905,
from Controller
of Military
Accounts,
Eastern Com-
mand, to the
Surveyor
General.

On their permanent appointment (para. 4) they will be permitted either to take their discharge from the Army and qualify for civil gratuity or pension or to be transferred to the unattached list and qualify for a military pension.

A. R. I., Vol. II,
para 388.

16. Soldiers on the unattached list are borne as supernumeraries on the establishments of their military units, but are ineligible for regimental promotion. They will not be supplied with or required to wear uniform and will not receive clothing allowances. They will be classified in the Survey of India as surveyors and will be on exactly the same footing as civil surveyors as regards pay, allowances, leave, etc., which are governed by Civil Service Regulations.

A. R. I., Vol. II,
para. 388.

They may on application to the General Officer Commanding the Division concerned be re-transferred to their military units either at their own request or, for misconduct or inefficiency, at the request of the Surveyor General, the Chief of the General Staff being informed of the action taken.

Secretary of
State's despatch
No. 28
(Financial),
dated 8th
February 1901.

17. Surveyors who have taken their discharge from the Army cannot retire on civil gratuity or pension until they have completed 30 years' qualifying service, unless they have been invalided or are 55 years of age. Service under 20 years of age does not count for civil gratuity or pension. Men who take their discharge from the Army from the date of their permanent appointment to the Survey of India, may count for civil gratuity or pension all periods of service subsequent to the date of their Rurki certificate during which they were attached to or employed with the Survey of India, whether such periods are continuous or not, and provided that no such periods are included in the calculation of service for which a military pension is granted.

Letter No. 5086
F., dated 8th
February 1906,
from Controller,
Military
Accounts,
Eastern Com-
mand, to
Surveyor,
General.

Surveyors on the unattached list may take their discharge from the Army at any date subsequent to their transfer to the unattached list, but their service for civil gratuity or pension will then only count from the date of their discharge from the Army.

C. S. R.,
Articles 474 and
487.

After qualifying service of less than ten years, a gratuity not exceeding one month's emoluments for each completed year of qualifying service is admissible,

After qualifying service of not less than ten years, a pension at the following rates is admissible :—

Years of qualifying service.							Scale of pension.
10	10 sixtieths of average emoluments of last three years' service.
11	11 "
12	12 "
13	13 "
14	14 "
15	15 "
16	16 "
17	17 "

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Years of qualifying service.						Scale of pension.	
18	18 sixtieths of average emoluments of last three years' service.	
19	19	"
20	20	"
21	21	"
22	22	"
23	23	"
24	24	"
25 and above	30	"

18. (a) Surveyors on the unattached list of the Army cannot retire on military pension until they have completed 32 years' qualifying service, unless they have completed 15 years' qualifying service and have been pronounced by an invalidating committee unfit for further service. Service under 16 years of age does not count for military pension. Surveyors transferred to the unattached list previous to 6th September 1911 are eligible for pension under the old rules. These rules provide that, when invalided, they may take the pension of their actual military rank if higher than the pension admissible to them according to the rates laid down for the unattached list.

(b) Surveyors on the unattached list may count their qualifying service both in the Army and in the Survey of India at the following rates:—

A. R. I., Vol. I, para. 1044 (a) (v), note II.						Rs.	
Letter No. 2750, dated 6th September 1905, from Controller of Military Accounts, Eastern Command, to the Surveyor-General,						Of 15 and under 20 years' service-Invalid pension	4
						" 20 " " 24 " " - " "	7
						" 24 " " 28 " " - " "	15
						" 28 " " 32 " " - " "	30
						" 32 years' service -Retiring pension	30
						" 32 years with unblemished character if specially recommended	50

(c) Surveyors transferred to the unattached list on and after 6th September 1911 are required to serve for the undermentioned periods on that list before becoming entitled to the rates of pension specified in the preceding paragraph. In cases where the periods of service on the unattached list fall short of those mentioned below, ordinary military pensions only are admissible:—

Letter No. 1938-3 (A-G-10) dated 6th September 1911, from the Government of India, Army Department, to the Adjutant-General in India.						Periods to be served on the unattached list.	
						Of 15 and under 20 years' service-at least	2 years
						" 20 " " 24 " " - " "	5 "
						" 24 " " 28 " " - " "	7 "
						" 28 " " 32 " " - " "	10 "
						" 32 years' service	10 "
						" 32 years' service with unblemished character, if specially recommended	15 "

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Rules regarding Rurki trained soldier surveyors

19. The following is the scale of pensions according to rank at present in force.

Army Regulations, India, Volume I, para. 1044 A. The following revised scales of pension came into force for the Indian army with effect from 1st June 1907 :—

ORDINARY PENSIONS.

Rank	Service.	Rate of pension per mensem.
(a) Sowars, sepoy, and others ranking as such	After 18 years.	Rs. 4
(b) Lance dafadars, naiks, and others ranking as such, and trumpeters of Indian cavalry	<div> <div>After 18 years.</div> <div> <div>21</div> <div>21</div> </div> </div>	<div> <div>5</div> <div>7</div> </div>
(c) Dafadars, havildars, and others ranking as such	<div> <div>After 18 years.</div> <div> <div>21</div> <div>21</div> </div> </div>	<div> <div>7</div> <div>8</div> <div>9</div> </div>
(d) Jemadars	<div> <div>After 20 years.</div> <div> <div>24</div> <div>24</div> </div> </div>	<div> <div>16</div> <div>20</div> </div>
(e) Risaldar-majors, subadar-majors, risaldars, ressalidars, or subadars	<div> <div>After 21 years.</div> <div> <div>24</div> <div>28</div> <div>32</div> </div> </div>	<div> <div>30</div> <div>35</div> <div>40</div> <div>50</div> </div>

SPECIAL PENSIONS.

Special pensions will be granted to individuals of 15 years' service and upwards who are not eligible for ordinary pensions, and who are ordered to be discharged on the recommendation of a medical board on account of physical unfitness attributable to causes beyond their control and not to malingering or indulgence in drink or drugs. Such pensions will be admissible at the following rates :—

Rank.	Service.	Rate per mensem
		Rs.
(a) Sowars, sepoy, etc.	After 15 years.	3
(b) Lance-dafadars, naiks, etc.	" " "	4
(c) Dafadars, havildars, etc.	" " "	5
(d) Jemadars	" " "	12
(e) Risaldars, subadars, etc.	" " "	24

App. 17.]Rules regarding Rurki trained soldier surveyors.

20. A form of agreement to be signed by soldier surveyors on permanent appointment to the Survey of India, is subjoined.—

The rules regarding soldier surveyors who are permanently appointed to the Survey of India having been fully explained to me I _____

(name, rank, and corps) wish to ^{take my discharge from the Army}
^{be transferred to the unattached list} and to be permanently appointed to the Survey of India, and do hereby undertake to be bound by those and such other rules regarding soldier surveyors who are permanently appointed to the Survey of India, as may from time to time be enforced.

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Rules relating to Calcutta House Allowance.

Appendix 18.—Rules relating to Calcutta House Allowance.

Govt of India,
Finance Dept.,
Memorandum
No 576, Ex.,
dated 30th
January 1911

With reference to the Office Memorandum No. 103, dated the 25th January 1911, the Department of Revenue and Agriculture is informed that the appointments in the Survey of India Department, noted in the margin, have been admitted to the benefits of the Calcutta House Allowance scheme with effect from the 1st November 1910, on the understanding that subject to the protection of the incumbents on the date, as provided for in Rule VI of the rules relating to the scheme, the existing Presidency allowance will be withdrawn. The local allowance of Rs. 100 a month each drawn by the three Deputy Superintendents, will, however, remain unaffected and will continue to be admissible in addition to the allowances under the scheme

2. Officers of the Survey of India Department deputed to Calcutta on temporary duty may be permitted to draw the allowance under the scheme provided they are members of the Imperial Service, are personally eligible and receive no other compensatory allowance for residence in Calcutta.

The object of the scheme, as at present devised, is to provide house accommodation or to grant house rent allowances to Government Officers stationed in Calcutta as a measure of relief against the increased cost of living in the Presidency town as compared with a mofussil station and the difficulties experienced in obtaining suitable house accommodation at a reasonable cost. The Government of India reserve to themselves full power at any time to reconsider the whole subject without admitting any vested rights to the concession in its present or in any other form, or to any compensation owing to its withdrawal or modification. For officers permanently resident in Calcutta, quarters will gradually be provided at a rental of 10 per cent. of their

Article 375, Army Regulations, salary in the case of civilians, and at the maximum rates prescribed by military rules, in the case of military officers. Officers temporarily resident, or not provided with quarters, will receive allowances at the rates laid down in Rule III.

Rules

I.—An officer to be eligible for the benefits of the scheme will ordinarily be required to fulfil the following conditions—

- (a) That he holds an appointment specially admitted (Appendix I) to the scheme by an order of the Government of India. The Government reserve an absolute discretion to admit or refuse to admit an appointment to the benefits of the scheme.
- (b) That he has a wife or child or children of his resident with him, such child or children being dependent upon him for support.
- (c) That he is a gazetted officer.
- (d) That his salary is not more than Rs. 2,500 a month, and that the maximum pay of his appointment or of the service to which he belongs is not less than Rs. 500 a month.

Exception.—An officer holding substantively an appointment admitted to the scheme and officiating in another not so admitted may, if his salary does not exceed Rs. 2,500 a month, receive the benefit of the scheme, provided that the appointment in which he acts would not have been excluded from the scheme but for the pay being in excess of the Rs. 2,500 limit.

- (e) That his head-quarters, under the terms of his appointment, are at Calcutta.

Exceptions—

- (1) The allowances may be drawn by officers who hold appointments in Calcutta which have been admitted to the scheme but actually reside at Alipore, Ballygunge, Sealdah, Howrah, Barrackpore, Dum Dum, or Serampore.

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Rules relating to Calcutta House Allowance.

- (2) Officers posted to the head-quarters of the 24-Parganas district and residing at Alipore may be admitted to the benefits of the Calcutta house-allowance scheme if otherwise eligible.

II.—The following classes of officers will ordinarily be held to be *prima facie* ineligible for admission to the benefits of the scheme:—

- (a) Officers of a Provincial service. (Other than the Provincial Branches of the Public Works and Telegraph Departments).
- (b) Officers provided with quarters at Government expense.
- (c) Medical officers who are allowed the privilege of private practice.
- (d) Touring officers who ordinarily make no long stay in Calcutta.
- (e) Officers who are not whole-time servants of Government.
- (f) Officers holding appointments of a local character.
- (g) Officers whose pay has been fixed or revised since 1895 with reference to their residence in Calcutta.

III.—The scale of the allowances is as follows:—

Rate of salary.						Between the 1st April and 31st October.	Between the 1st November and 31st March.
						Rs.	Rs.
Under Rs. 300	40	50
Rs. 300—499	65	100
„ 500—999	90	175
„ 1,000—1,999	60	175
„ 2,000—2,500	Nil	150

NOTE 1.—The rate of the allowance admissible to the holder of an appointment at any time is determined in accordance with the actual amount of his salary at that time and not with reference to the pay of the appointment.

NOTE 2.—No retrenchments should be made on the ground of frequency of absence from Calcutta or other qualifying place of an officer or his family so long as the allowance is admissible under the letter of the rule. But the audit officer should report for the orders of Government any case in which it appears that the rules have been deliberately abused.

IV.—The concessions under the scheme take the place of and are not given in addition to allowances, such as presidency house-rent or presidency allowance, formerly granted by way of compensation for the extra cost of living in the presidency town as compared with a mofussil station.

V (a).—In the event of an appointment to which a house-rent or other allowance had previously been attached being admitted to the scheme with effect from the 1st November 1906, on the condition that such allowance shall be discontinued, the officer holding the appointment on the 1st November 1906 may be permitted to retain the allowance previously attached to the appointment in lieu of the allowance under the scheme—

- (i) until the 31st October 1911, or
- (ii) until he vacates the appointment, or
- (iii) until he elects to come under the scheme, whichever date is earliest.
- (b) When an officer has once elected to come under the general scheme his election will be final.

(c) The orders admitting an appointment to the general scheme and discontinuing an allowance previously attached to it will apply in full to incumbents appointed after the 1st November 1906.

(d) If the permanent incumbent was on leave on the 1st November 1906, the above concession would extend both to the permanent incumbent or to the officer who was officiating in the post on that date. The latter, however, would finally lose the protection when he reverts.

NOTE.—In cases in which the pay and allowances of an appointment are limited to a fixed maximum, the allowances admissible under these rules do not count towards the maximum.

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Rules relating to Calcutta House Allowance.

The allowance is admissible only for the period during which the officer himself is actually present on duty in Calcutta (or other place, residence at which qualifies for the allowance) and has his family resident with him. It is not admissible during leave of any kind, and Article 267, Civil Service Regulations, and the notes thereunder, are inapplicable in respect of the allowance.

Exceptions —

- (1) An officer may draw the allowance in full for the seven months, April to October, if his family reside with him for five of these months [including periods of interruption covered by exception (2) below] and for the five months, November to March, if his family reside with him for four of these months [including periods of interruption covered by exception (2) below.]
- (2) An officer may draw the allowance during any period of interruption in qualifying residence arising out of the absence of his family, or his own absence on official duty, if the interruption does not exceed two months exclusive of the months of departure and return.

Provided that in either case he is able to certify that his expenditure on house accommodation in Calcutta (or other qualifying place) has not been less during the period of absence than if such absence had not occurred.

Special forms in use in the Department.

Appendix 19.—Special forms in use in the Department.

SURVEY OF INDIA.

N.B.—1. This form should be submitted in quadruplicate by Deputy Superintendents to their Superintendents two months before an increment is due, and in triplicate by Superintendents to the Surveyor General one month before an increment is due.

2. Periods of "suspension for misconduct" and of "absence on leave without pay" do *not* count towards increment and an explanatory memo. should be attached when an increment is postponed owing to a break in an officer's continuous service.

3. Deputy Superintendents and Superintendents should *only* enter the word "recommended" or the words "not recommended" in the columns of remarks. If for any reason a Deputy Superintendent or a Superintendent wishes to qualify his entry of "recommended" or if his entry is "not recommended" then he should attach a report giving his reasons in full.

App. 19]

Special forms in use in the Department

2. *Contract form for use on appointment to the Lower Subordinate Service.***8-Anna Contract Stamp.***AGREEMENT of* _____*Candidate for appointment as a* _____ *in the Survey of India*

I _____ do hereby agree that I will not demand my discharge for five years from the date of joining the Survey of India, and never during the Field Season. I further agree to serve in any part of India or Burma to which I may be sent.

If against the tenor of this agreement, I should at any time insist on my resignation being accepted, I do hereby agree to repay to the Government a sum equal to one-half of the whole amount which I may have actually received in the shape of salary or allowance of any kind.

Place _____*Date* _____*Signature* _____*Witnesses to Signature* { _____**MEDICAL CERTIFICATE.**

I do hereby certify that I have examined _____ a candidate for employment in the Survey of India, and cannot discover that he has any disease, constitutional affection, or bodily infirmity, except _____

I ^{do} ~~do not~~ consider this a disqualification for employment in the Survey of India. His age is, according to his own statement, _____ years, and by appearance about _____ years. He is of _____ physique _____ to stand hard work such as riding or walking long marches, and his eye-sight is _____

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3. *List of Certificates, etc., to accompany the application form for appointment to the Upper Subordinate Service of the Survey of India.**(For European and Anglo-Indian applicants.)*

1. Baptismal certificate.
2. Certificate that the applicant is a statutory native of India.
3. Certificate that the applicant is unmarried and has no present intention of being married.
4. Certificates of character and conduct from the heads of the institutions at which the applicant was educated.
5. Certificate regarding the following points :—
 - (a) Moral character.
 - (b) Physique.
 - (c) Habits of personal activity.
 - (d) Gentlemanly bearing.
 - (e) Ability to ride.
6. Educational certificate in original.
7. Medical certificate in the attached form signed by a Government medical officer not lower in rank than Lieutenant.
8. Specimens of drawing on paper of foolcap-size, certified to have been drawn by the applicant.

App. 19.]

Special forms in use in the Department.

4. *List of Certificates, etc., to accompany the application form for appointment to the Upper Subordinate Service of the Survey of India.**(For Indian applicants.)*

1. Certificate of birth or evidence of age, giving day and month and also place of birth, signed by the Magistrate of the District or Town in which the applicant's family resides.

2. Certificate that the applicant is a statutory native of India of pure Asiatic descent.

3. Certificates of character and conduct from the heads of the institutions at which the applicant was educated.

4. Certificate regarding the following points:—

(a) Moral character.

(b) Physique.

(c) Habits of personal activity.

(d) Gentlemanly bearing.

(e) Ability to ride.

This certificate must be signed by a high official or a well known European or Indian gentleman who is personally acquainted with the applicant.

5. Certificate by the Magistrate of the District or Town in which the applicant's family resides, that he believes the application form is correctly filled in, that he considers the applicant by birth, moral character, and education suitable for the

* e.g. Sub-Deputy Collector or Tahsildar.

*Subordinate Civil Service, and that the applicant is of strong physique and is desirous of an out-door life.

The District Magistrate should also give any further information he can and state what is the extent (if any) of his personal knowledge of the applicant, and what are the sources of information about him.

6. Educational certificate in original.

7. Medical certificate in the attached form signed by a Government medical officer not lower in rank than Lieutenant.

8. Specimens of drawing on paper of foolscap-size, certified to have been drawn by the applicant.

MEDICAL CERTIFICATE.

5. *For appointment to the Upper Subordinate Service.*

I do hereby certify that I have examined _____
an applicant for employment in the Survey of India, and cannot discover that he has
any disease, constitutional affection, or bodily infirmity, except _____

I ^{do}/_{do not} consider this a disqualification for employment in the Survey of India. His
age is, according to his own statement, _____ years, and by appearance about
_____ years. He is of _____ physique _____ to stand hard work such as
riding or walking long marches, and his eye-sight is _____

The impressions of the balls of the thumb and all the fingers of his left hand.

Thumb . 1st finger 2nd finger 3rd finger 4th finger

--	--	--	--	--

App. 19]

Special forms in use in the Department.

SURVEY OF INDIA.

6. *Application Form for appointment to the Upper Subordinate Service of the Survey of India.*

(This form must be filled in by the applicant in his own hand-writing.)

Name in full _____

Address in full _____

Nationality _____

Creed or caste _____

Date of birth _____

Present occupation _____

Father's name in full _____

Father's address in full (if living) _____

Father's occupation or profession _____

Place or places where educated, giving names of schools, colleges, etc., with dates _____

Educational qualifications, stating what examinations he has passed _____

*Extent of knowledge of English _____

Any Government service, and if so, in what capacity _____

Government services (if any) of family, giving particulars _____

Any other special claims for consideration _____

Signature of the applicant _____

Place _____ Date _____

Countersignature of the Magistrate of the District or Town in which the applicant's family resides, _____

Place _____ Date _____

* For Indian applicants only.

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